

COLLECTIVE BARGAINING AGREEMENT

between Sameyki - Union of Public Servants

and

the Minister of Finance and Economic Affairs on behalf of
the National Treasury

EDITED COLLECTIVE BARGAINING AGREEMENT which is effective in its entirety as
of 1 April 2019

compiled by

the Personnel Policy Department of the Ministry of Finance and Economic Affairs
(Kjara- og mannauðssýsla ríkisins, fjármála- og efnahagsráðuneytinu)

Disclaimer – in the case of a dispute the Icelandic text, in the valid Collective Bargaining Agreement
at each time, always applies.

This Collective Bargaining Agreement text has been prepared by the Personnel Policy Department of the Ministry of Finance and Economic Affairs, and is based on the Collective Bargaining Agreement between the Minister of Finance and Economic Affairs, on behalf of the National Treasury, and SFR – Union of Public Servants, dated 9 March 2005, with the following amendments:

Agreement on amendments and extension of the Collective Bargaining Agreement between the Parties dated 25 May 2008. Effective 1 May 2008 – 31 March 2009.

Agreement on amendments and extension of the Collective Bargaining Agreement between the Parties dated 3 July 2009. Effective 1 July 2009 – 30 November 2010.

Agreement on amendments and extension of the Collective Bargaining Agreement between the Parties dated 29 May 2011. Effective 1 May 2011 – 31 March 2014.

Agreement on amendments and extension of the Collective Bargaining Agreement between the Parties dated 27 March 2014. Effective 1 March 2014 – 30 April 2015.

Agreement on amendments and extension of the Collective Bargaining Agreement between the Parties dated 28 October 2015. Effective 1 October 2015 – 31 March 2019.

Agreement on amendments and extension of the Collective Bargaining Agreement between the Parties dated 9 March 2020.

Originals of the above agreements retain their validity.

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Italicised and boxed text is included for explanatory purposes.

1. Pay

1.1 Monthly salary

1.1.1 Salaries pursuant to Article 1.1.1 shall increase as follows:

1 April 2019:	Salaries increase by ISK 17,000
1 April 2020:	Salaries increase by ISK 24,000 for pay grades 1-15 and by ISK 18,000 for higher pay grades.
1 January 2021:	Salaries increase by ISK 24,000 for pay grades 1-15 and by ISK 15,750 for higher pay grades.
1 January 2022:	Salaries increase by ISK 25,000 for pay grades 1-15 and by ISK 17,250 for higher pay grades.

See pay tables in Supporting Document 3.

1.1.2 Where an 8-hour day is regularly worked, payment for a partial month shall be calculated by dividing the monthly pay by 21.67 and multiplying by the number of calendar days, other than Saturdays and Sundays, from the beginning or until the end of the period of work.

1.1.3 In addition to a monthly salary, pay differentials (*önnur laun*) attendant upon the job may be paid monthly. Pay differentials may, for example, stem from regular overtime or from job-related burdens not measurable in terms of time. A pay differential may replace the overtime rate provided for in Article 1.5.

1.2 Ranking of jobs and allocation of increments

1.2.1 In making decisions on the ranking of jobs by pay grade, Article 11.3.2.1 shall be followed.

1.2.2 Personal and time-varying factors, cf. Articles 11.3.2.2 and 11.3.2.3, shall be assessed for the allocation of increment steps.

1.3 Supplemental salary

1.3.1 Supplemental salary may be awarded in addition to a regular monthly salary. Any decision to award supplemental salary shall be made by the institution's Director in accordance with the rules issued by the Minister of Finance and Economic Affairs on the awarding of supplemental salaries. The amount of supplemental salary shall be based on objective criteria. Supplemental salary may be awarded for up to six months and may be extended, if warranted, for three months at a time up to a maximum of two years consecutively.

1.4 Hourly rate

1.4.1 At each pay grade and step, the daytime hourly rate shall be 0.615% of monthly pay.

1.4.2 An hourly rate may be paid in the following cases:

1. Students working during breaks in their studies.
2. Employees hired on a short-term basis because of specific annual peak

periods at various governmental institutions, but for no longer than two months.

3. Employees hired to perform specialised and delimited tasks.
4. Employees who work irregularly long or short term, though only in absolutely exceptional cases.
5. Pensioners who work part-time.

1.5 Overtime rate

- 1.5.1 Overtime shall be paid by the hour. At each pay grade, the hourly rate for overtime shall be 1.0385% of the monthly pay.

Article 1.5.1 on overtime will change on 1st of June 2020 and will read as follows:

- 1.5.1 Overtime shall be paid by the hour at one of two rates, Overtime 1 and Overtime 2. For Overtime 1, the hourly rate for overtime shall be 0.9385% of monthly pay. Overtime 2 shall be paid for work exceeding 40 hours per week (173.33 hours in an average month). For Overtime 2, the hourly rate for overtime shall be 1.0385% of monthly pay.

- 1.5.2 Any work performed on the major public holidays set out in Article 2.1.4.3 shall be paid at an hourly rate of 1.375% of monthly pay.

- 1.5.3 If overtime work that is performed at a location remote from the fixed workplace is not paid on the basis of submitted hours, then payment shall be agreed upon in advance with the employee concerned and in consultation with the union.

1.6 Premium payment rates - shift premiums

- 1.6.1 The shift premium (shift differential) shall be calculated based on the daytime rate, cf. Article 1.4.1.

The shift premium shall be:

33.33% 17:00 - 24:00 Monday - Thursday
55.00% 17:00 - 24:00 Friday
55.00% 00:00 - 08:00 Monday to Friday
55.00% 00:00 - 24:00 Saturday, Sunday and public holidays
90.00% 00:00 - 24:00 on major public holidays, cf. Article 2.1.4.3.

Partial hours shall be paid pro rata.

- 1.6.2 Payment for standby shifts shall be calculated based on the daytime rate, cf. Article 1.4.1, as follows:

33.33% 17:00 - 24:00 Monday - Thursday
45.00% 17:00 - 24:00 Friday
45.00% 00:00 - 08:00 Monday
33.33% 00:00 - 08:00 Tuesday - Friday
45.00% 00:00 - 24:00 Saturday, Sunday and public holidays
90.00% 00:00 - 24:00 on major public holidays, cf. Article 2.1.4.3.

Partial hours shall be paid pro rata. Articles 2.3.3.1 and 2.3.3.2 shall apply to payment for call-outs during a standby shift.

- 1.6.3 Employee working hours shall be consecutive to the extent practicable. Gaps in working hours shall be paid at a shift premium pursuant to Article 1.6.1.

- 1.6.4 Payment for gaps and standby shifts during the daytime working hours of Article 2.2.1 shall be a 33.33% premium.

1.7 December personal bonus

1.7.1 The personal bonus (December bonus) during the contractual term shall be as follows:

In 2019 ISK	92,000
In 2020 ISK	94,000
In 2021 ISK	96,000
In 2022 ISK	98,000

An employee who works during first week of November shall receive a personal bonus on 1 December each year, based on full-time employment during the period of 1 January through 31 October. The personal bonus is a fixed monetary amount in ISK and will not be subject to increases pursuant to other provisions of this collective bargaining agreement. No vacation allowance shall accrue based on the personal bonus. If the employee was employed part-time or for part of the year, they shall receive payment based on the percentage of full-time employment over the above-mentioned period. Similarly, a person who is no longer employed but who worked for at least 3 uninterrupted months (13 weeks) during the year shall be paid a personal bonus based on their period of employment and percentage of full-time employment. The same shall apply even if the employee is absent from work because of illness after the institution's payment obligation has ended, or for up to 6 months by reason of maternity/paternity leave. Any accrued personal bonus shall be settled concurrently with the termination of employment.

2 On working hours

2.1 General matters

2.1.1 The workweek for full-time employees shall be 40 hours unless a shorter workweek is expressly agreed upon.

For changes in the organisation of daytime working hours see Supporting Document 1, and for changes in the organisation of shift work see Supporting Document 2.

2.1.2 By agreement between an institution's employees and management and with the written endorsement of the contracting parties, work may be arranged otherwise than described in the present section.

The parties may negotiate extended daytime working hours on business days, beyond the time limits set out in Article 2.2.1.

2.1.3 Employee working hours shall be consecutive to the extent practicable.

2.1.4 Holidays

2.1.4.1 Weekends (*almennir frídagar, general holidays*) are Saturday and Sunday.

2.1.4.2 Public holidays (*sérstakir frídagar, special holidays*) are:

1. New Year's Day
2. Maundy Thursday
3. Good Friday
4. Saturday before Easter
5. Easter Sunday
6. Easter Monday
7. First Day of Summer
8. 1 May
9. Ascension Day
10. Whit Sunday
11. Whit Monday
12. 17 June
13. Commerce Day
14. Christmas Eve after 12:00
15. Christmas Day
16. Boxing Day
17. New Year's Eve after 12:00

2.1.4.3 Major public holidays (*stórhátíðardagar*) are:

1. New Year's Day
2. Good Friday
3. Easter Sunday
4. Whit Sunday
5. 17 June
6. Christmas Eve after 12:00
7. Christmas Day
8. New Year's Eve after 12:00

2.2 Daytime work

- 2.2.1 Daytime work shall be performed during the hours of 08:00 - 17:00, Monday through Friday.
- 2.2.2 Directors of institutions may accede to requests made by individual employees for flexible working hours during the period of 07:00 – 18:00 on business days. The consent of the contracting parties shall be sought when such requests are approved.
- 2.2.3 A daytime worker a portion of whose weekly work requirement is performed outside of the daytime working hours of Article 2.2.1 shall be paid a premium pursuant to 1.6.1 for that portion of their work. If extended daytime working hours have been agreed upon pursuant to paragraph 2 of Article 2.1.2 or Article 2.2.2, then no premium will be paid outside of the time limits specified in Article 2.2.1.

2.3 Overtime

- 2.3.1 Overtime shall be deemed to be any work performed outside of the employee's required daily working hours or shift, and work performed in excess of the required number of work hours, even during daytime working hours.
- 2.3.2 Unless Article 2.6.7 applies, all work performed on the public holidays set out in Article 2.1.4.2 shall be paid as overtime pursuant to Article 1.5.
- 2.3.3.1 An employee who is called out for work that is not in direct continuation of their daily work shall receive at least 3 hours of overtime pay, unless the employee's regular working hours begin within three hours of the time when the employee went to work, in which case overtime shall be paid from the beginning of the call-out until the beginning of regular working hours. If the call-out ends before 3 hours have passed since the end of the daily working hours, then overtime shall be paid from the end of the daily working hours through the end of the call-out.
- 2.3.3.2 If a call-out begins during the hours of 00:00 - 08:00 Monday through Friday, 17:00 - 24:00 on a Friday, or on a weekend or a public holiday as set out in Articles 2.1.4.1 and 2.1.4.2, then at least 4 hours at the overtime rate shall be paid unless regular working hours begin within 3 1/2 hours from the beginning of the call-out, in which case a 1/2 hour shall be paid in addition to the hours worked.
- 2.3.4 Where, by law or contract, an employee's weekly work requirement is shorter than envisaged in Article 2.1.1, any work in excess of this shall be paid pursuant to Articles 2.3.5 and 2.3.6.
- 2.3.5 Irregular work in excess of the reduced work requirement or uninterrupted employment for a period shorter than one month shall be paid at the rate paid for overtime.
- 2.3.6 Uninterrupted regular work for one month or more within the limits of daytime work, up to the full-time work requirement, shall be paid as a calculated proportion of monthly pay, provided that the employee was informed of this before the work began.
- 2.3.7 All overtime shall be paid in arrears monthly or every thirty days, and shall be disbursed no later than 15 days after the last day of the accounting period. The same shall apply to payment for overtime during a period of illness.

- 2.3.8 By agreement with the employer, employees may accrue compensatory leave for overtime in such a way that the overtime hours accrue for taking compensatory leave within daytime working hours, while the overtime premium is paid with the next regular disbursement of pay. The leave shall be taken by agreement and shall be scheduled so as to minimise any disruption to the institution's functioning. Any such compensatory leave for the previous calendar year not used by 15 April of the current year, or by the termination of employment, shall be disbursed at the employee's daytime pay rate with the next regular disbursement of pay.
- 2.3.9 When care facility employees travel with and care for facility residents during travel, each travel day shall count as up to 12 hours. Working time in excess of the regular work requirement shall be paid as overtime. For overnight stays during travel with facility residents, an additional 2 hours shall be paid.
- 2.3.10 Remote duty allowance
- 2.3.10.1 A remote duty allowance shall be paid pursuant to the collective bargaining agreement for an extended stay for work in an area remote from the fixed workplace as further detailed in this agreement.
- 2.3.10.2 A remote duty allowance shall be paid for temporary work at workplaces located in uninhabited areas, at sea, or at comparable workplaces where it is not feasible to commute to the workplace from home or from the employer's fixed premises in an inhabited area, or where, by the employer's decision, this is not done.
- 2.3.10.3 A remote duty allowance shall be paid in such a way that in addition to the hours worked, a payment of one hour of overtime per day shall be made beginning with the third consecutive day of a stay meeting the criteria of Article 2.3.10.2. This payment shall be omitted if, under special agreements, the work is paid in excess of the provisions of the Sameyki collective bargaining agreement.

2.4 Periods of rest

2.4.1 Scope, etc.

Regarding scope, periods of rest, breaks, etc., reference is made to the agreement of 23 January 1997 between ASÍ, BHM, BSRB and KÍ (the Icelandic Confederation of Labour, the Icelandic Confederation of University Graduates, the Federation of State and Municipal Employees, and the Icelandic Teachers' Union) and the State Negotiating Committee, the City of Reykjavík and the Municipal Wage Committee, on certain matters pertaining to the organisation of working hours, which is appended to the present collective bargaining agreement as a supporting document and shall be deemed to form part of it.

In this connection, reference is also made to the guidelines of the consultative committee on the organisation of working hours, dated 16 February 2001. Appointed pursuant to Article 14 of the aforementioned agreement, this consultative committee is furthermore charged with addressing any disputes that may arise concerning the issues addressed there.

2.4.2 Daily period of rest – On the organisation of working hours

Working hours shall be arranged in such a way that during each 24-hour period, counted from the scheduled/regular beginning of the employee's workday, they receive at least 11 consecutive hours of rest. Where practicable, daily rest shall include the period between 23:00 and 06:00.

Work may not be scheduled in such a way that working time in a 24-hour period exceeds 13 hours.

Scheduled or regular beginning of a workday - explanatory note: If the workday is scheduled to start, say, at 8:00, then that point in time shall be the reference. If, on the other hand, an employee has fixed working hours that begin, say, at 20:00, then the 24-hour period shall begin at that point in time. In shift work, a reasonable reference is the start of a marked workday in the shift schedule/duty roster. For a day not marked as a working day, e.g. an extra shift during shift leave, the beginning shall be based on the most recent marked working day.

Employees shall be entitled to at least a 15-minute break if their daily working time exceeds 6 hours. Refreshment and meal breaks shall be deemed to be breaks in this context.

2.4.3 Derogations from daily minimum rest

2.4.3.1 Shift rotation. In an organised shift rotation, the minimum consecutive period of rest may be shortened to as little as 8 hours. This applies, for instance, when the shift schedule's structure transfers an employee from a morning shift to a night shift.

This authorisation to deviate from the 11-hour minimum period of rest shall not apply, however, when an employee completes overtime and embarks on a regular shift, or vice versa.

As this is a derogation from the principle of an 11-hour period of continuous rest, it must be required of shift systems that they are structured in such a way that transfers between different types of shifts are as few as possible within a shift cycle, and so that this derogation normally occurs no more than once a week. Work shall therefore be scheduled as evenly as possible.

2.4.3.2 Special circumstances. Under special circumstances, the minimum period of continuous rest may be shortened to as little as 8 hours, and a working session may be extended up to a maximum of 16 hours, i.e. in case of unforeseen events when valuables need to be saved. Furthermore, when required for the public good and/or when essential health or security services must be maintained.

If the authority to derogate from the daily period of rest is exercised under this item, the employee shall be given corresponding rest in return. Directly following such a working session, the employee shall receive 11 hours of rest at the unreduced pay they would otherwise have received.

2.4.3.3 Disruption of operations by external circumstances. If operations are disrupted by external circumstances, such as weather or other forces of nature, accidents, power shortage, malfunctions of machinery or other equipment, or other such unforeseen events, the provisions on minimum rest may be deviated from to the extent necessary to prevent substantial damage until regular operations have resumed.

The cases in question are incidents that cannot be foreseen. If at all possible, another employee should be called in to relieve the employee who has not had the required rest.

2.4.4 Weekly day of rest.

Within each 7-day period, employees shall have at least one weekly day of rest, which shall be directly contiguous with the daily rest period. For this purpose, the week shall be taken to begin on Monday. The employee should thus have 35 consecutive hours of rest once a week.

Where practicable, the weekly day of rest shall be a Sunday, and the employee shall have that day off. By agreement with its employees an institution may, however, postpone the weekly day of rest where special circumstances necessitate such a derogation, so that instead of a weekly rest day there are two consecutive rest days every two weeks.

If there is a special need to schedule work in such a way that the weekly day of rest is postponed, then rest days shall be arranged so that two rest days are taken consecutively.

2.4.5 Compensatory leave

2.4.5.1 General conditions for compensatory leave. If a superior has deemed it urgently necessary for an employee to report for work before a minimum rest period of 11 hours is achieved, this creates an entitlement to compensatory leave of 1½ hours (during daytime work) for each hour by which the rest period was curtailed. The accrual of compensatory leave is not limited to whole hours. Unless specifically requested, the employee is not to report for work again until the completion of 11 hours of rest.

If the employee nonetheless reports for work before completing the period of rest, then compensatory leave will not accrue.

2.4.5.2 Continuous rest interrupted by a call-out– compensatory leave based on the longest break. If rest is interrupted one or more times within a 24-hour period, based on the scheduled/regular start of the employee's working day, the time lacking for the longest work session break to achieve an 11-hour period of rest shall be compensated by an entitlement to compensatory leave of 1½ hours (daytime working hours) for each hour lacking for an 11-hour period of rest.

2.4.5.3 Work in excess of 16 hours. If an employee has worked a total of more than 16 hours in a 24-hour period, i.e. in a 24-hour period based on the scheduled/regular start of the employee's working day, without achieving 8 consecutive hours of rest, they shall without exception receive 11 consecutive hours of rest at the end of the work session, with no reduction in pay they would otherwise have received. An entitlement to compensatory leave of 1.5 hours (daytime working hours) shall accrue for each hour worked in excess of 16 hours.

2.4.5.4 Additional compensatory leave for work beyond 24 consecutive hours. In the especially exceptional cases where an employee works for a full 24 consecutive hours, the entitlement to compensatory leave shall increase so that each full hour beyond 24 gives rise to 1.8% more compensatory leave than the hour before.

2.4.5.5 Work before a day of rest. If, by a superior's decision, an employee works so late before a day of rest that 11 hours of rest have not been achieved by the hour when a regular working day or shift would begin (see explanatory box at Article 2.4.2), then the employee shall report for work correspondingly later at the start of the next regular working day, with no reduction in pay they would otherwise have received; otherwise, compensatory leave of 1½ hours shall accrue for each hour by which the rest was curtailed.

2.4.5.6 Payslip information on entitlement to compensatory leave. Any accrued entitlement to compensatory leave shall be shown on the payslip and shall be granted in half or whole days.

2.4.5.7 Taking compensatory leave. Taking compensatory leave shall be granted in consultation with the employee, provided that the accrued entitlement to compensatory leave is at least four hours, which shall be the minimum stretch of

time off. Efforts shall be made to grant the leave as soon as possible or regularly, so as to prevent compensatory leave from accumulating.

2.4.5.8 **Partial payment of compensatory leave.** At an employee's request, up to ½ hour may be disbursed (at the daytime rate) out of each 1½ hours of compensatory leave the employee has accrued.

2.4.5.9 **Settlement on termination of employment.** Upon termination of employment, any unused entitlement to compensatory leave shall be settled in the same manner as vacation. Entitlement to compensatory leave does not expire.

2.4.6 **Senior managers and others who set their own working hours.**

These parties cannot in the nature of things accrue compensatory leave, cf. also the scope of worker protection provisions concerning them in European Union Directive No. 93/104/EC, Article 17(1)(a), and paragraph 4 of Article 1 of the aforementioned agreement between labour market parties dated 23.01.1997.

2.5 **Standby shifts, standby shift leave**

2.5.1 A standby shift means that an employee is not working, but is ready to respond to a call-out. A situation where an employee remains at the workplace at a superior's request will not be considered a standby shift. For payment for a standby shift see Article 1.6.2.

2.5.2 Employees shall be entitled to leave in lieu of payment of a premium for a standby shift. 20 minutes off shall be equivalent to a 33.33% shift premium, 27 minutes off shall be equivalent to a 45% shift premium, 54 minutes off shall be equivalent to a 90% shift premium.

2.5.3 A standby shift rate will not apply during the time when an overtime rate is paid.

2.5.4 For a regular standby shift organised year round, leave corresponding to at most 80 hours for every 1200 standby hours shall be granted. This leave shall be granted in proportion to the percentage of full-time employment and the period of employment.

Transitional Provision: Employees who had more leave before the agreement of 1 April 1997 came into effect, up to 96 work duty hours for every 1440 hours, shall retain this while uninterruptedly employed.

2.5.5 Hours worked during standby shifts shall not be subtracted when the standby shift hours per annum are counted, cf. Article 2.5.4.

2.5.6 In addition to their regular vacation, radiologic technologists in radiology departments shall receive winter leave corresponding to 16 days each full year of employment.

2.5.7 Leave pursuant to Articles 2.5.4 and 2.5.6 may be granted at any time of year, but may neither be transferred between years nor joined to the summer vacation.

An agreement may be made with an employee for payment instead of leave pursuant to Articles 2.5.4 and 2.5.6. Such payment shall be on the basis of the hourly rate for daytime work set out in Article 1.4.1.

2.5.8 By agreement between an institution's employees and its management, and with the written endorsement of the contracting parties, other arrangements of payment for standby shifts may be agreed upon. For example, a certain number of hours may be negotiated for a standby shift, regardless of its duration. If other payment than specified in Article 1.6.2 is negotiated for standby shifts, then the agreement shall provide, taking into account the

frequency and duration of call-outs over a specific reference period, that standby shift payments are not omitted during call-outs, in whole or in part.

2.6 Shift work

2.6.1 Those who work on regular shifts shall receive a premium for work performed outside of the normal daytime working hours set out in Article 2.2.1.

2.6.2 Where work is done on regular shifts, a shift schedule showing each employee's planned work hours shall be posted a month before the first scheduled shift begins, unless an agreement on shorter notice has been made with the employees. If the shift schedule is changed with shorter notice than 24 hours, employees affected shall be paid for an additional 3 hours of overtime. If the notice is 24-168 hours (one week), 2 hours of overtime shall be paid.

This only applies to a change in a scheduled shift and not to an extra shift.

If an employee takes a shift beyond their work requirement with less notice than 24 hours during the period of 17:00-24:00 on Fridays, 24:00-08:00 Monday through Friday, 00:00 - 24:00 Saturday, Sunday and public holidays, cf. Article 2.1.4.2, then 2 hours of overtime shall be paid based on an 8-hour shift and proportionally for longer or shorter shifts.

2.6.3 In setting up the shift schedule, holiday work shall be divided among the employees as equally as possible.

2.6.4 Shifts shall normally range from 4 to 10 hours. Other shift durations may be negotiated, cf. Article 2.1.2.

2.6.5 Where overlapping attendance is necessary during a shift handover, this shall be made part of the regular working hours.

2.6.6 Shift work shall be arranged so that employees normally have two consecutive days off work each week.

2.6.7 An employee who works on regular shifts organised every day of the year can instead of payment pursuant to Article 2.3.2 receive leave at their unreduced fixed pay rate for 88 work duty hours per annum based on full-time employment for a complete year. Work that falls on public holidays, cf. above, shall furthermore be paid at a premium pursuant to Article 1.6.1 if this option is chosen. The leave shall accrue on a calendar year basis. Employees wishing to request a change in their choice between leave and payment shall notify the institution of this in writing before 1 December of the preceding year.

By regular shifts are meant shifts scheduled every day of the year including public holidays.

2.6.8 Shift workers who do not use or who lack the option provided for in Article 2.6.7 shall be entitled to the following manner of settlement:

An overtime rate pursuant to Article 1.5.1 shall be paid in accordance with the shift schedule for work on public holidays, and on major public holidays pursuant to Article 1.5.2, yet never less than 8 hours for a marked working day based on full-time employment.

Each day that is not marked as a working day on the shift schedule and falls on a public holiday other than a Saturday or a Sunday (with the exception of the Saturday before Easter) shall be compensated by the payment of 8 hours at the overtime rate set out in Article 1.5.1 based on full-time employment, or by another day off.

The days listed in Articles 2.1.4.2 and 2.1.4.3 shall be compensated by 8 hours with the exception of Christmas Eve and New Year's Eve, which shall be compensated by 4 hours, based on full-time employment.

2.6.9 Shift workers do not have designated meal or refreshment breaks. The workers may, however, consume food and refreshments during their work on the shift if the work permits. Because of this limitation, 25 minutes at the overtime rate shall be paid for each shift, irrespective of the shift's duration.

2.6.10 If shift workers work overtime or stand an extra shift, then an additional 12 minutes shall be paid for each full hour worked, unless the employee takes meal and refreshment breaks during the shift. Such meal and refreshment breaks shall then count as working time, up to 12 minutes for each hour worked.

In settling overtime, all extra hours in a given settlement period, e.g. in a month, shall be added together and 12 minutes calculated for each full hour of the resulting sum.

2.6.11 Employees working regular shift work shall be exempt from night shifts if they so request after attaining the age of 55.

2.6.12 Concerning hours worked by shift workers who had a 36-hour and 37-hour workweek before the collective bargaining agreement between the Minister of Finance and Economic Affairs and BSRB of 19 December 1970 entered into effect, the following shall apply:

When required work is performed during the period 24:00-08:00, on Saturdays after 12:00 noon, or on Sundays, 50 minutes shall count as the equivalent of one hour.

This rule shall apply only to those employees who personally satisfy the above working hours criteria, provided that BSRB submits a list of the names of the individuals who enjoy these particular rights.

The present provision only applies to those persons who were employed on 1st of January 1974. See BSRB Joint Committee, 23 February 1979.

3 Meal and refreshment breaks - food and canteen

3.1 Meal and refreshment breaks during daytime working hours

- 3.1.1 Meal breaks, 30 minutes, shall be during the hours of 11:30 - 13:30, and shall not count as working time.
- 3.1.2 Meal breaks may be extended, shortened or omitted by agreement between the institution's representatives and a simple majority of employees concerned.
- 3.1.3 If a meal break during daytime working hours is changed pursuant to Article 3.1.2, then daytime working hours shall end correspondingly later or earlier. If meal breaks are extended pursuant to Article 3.1.2, the extension shall not count as working time.
- 3.1.4 In a normal working day there shall be two refreshment breaks, 15 minutes and 20 minutes, which shall count as working time.
- 3.1.5 Refreshment breaks may be extended, shortened or omitted in the same manner as meal breaks.

3.2 Meal and refreshment breaks during overtime

- 3.2.1 When working overtime there shall be meal breaks of 1 hour at 19:00 - 20:00 in the evening, 03:00 - 04:00 during the night, and within the period 11:30 - 13:30 on the public holidays set out in Article 2.1.4. These meal breaks during overtime hours shall count as working time.
- 3.2.2 When working overtime or extra shifts there shall be refreshment breaks between 21:00 - 21:20, 24:00 - 00:20, 05:40 - 06:00, and the final 15 minutes before the start of daytime work. Meal and refreshment breaks during overtime during the period 08:00 - 17:00 shall be the same as in daytime work.

3.3 Work during meal and refreshment breaks

- 3.3.1 If work is done at mealtimes so that a meal break falls short of its full contractual length, then the same part of the meal break shall be paid at the overtime rate.
- 3.3.2 Overtime meal and refreshment breaks that are worked through shall be paid as additional overtime, as shall overtime refreshment breaks if work is done up to the point in time when the break begins.

3.4 Food and canteen

- 3.4.1 Employees working at a fixed workplace shall have access to a lunchroom insofar as practicable. A lunchroom is considered in this case to be a place where hot and cold food can be served, whether brought in or cooked on site. The premises and facilities shall be in compliance with the requirements of the appropriate health authorities. Employees shall pay the material cost of the food, but other operational costs shall be paid by the institution concerned.
- 3.4.2 At workplaces where no canteen is operated, efforts shall be made to ensure access for the employees to a nearby canteen run by the employer, or they shall be provided with equipment to bring the food to the workplace lunchroom, so that no cost is incurred by employees for transporting the food.
- 3.4.3 If the institution purchases food from a party other than as specified in Article

3.4.2, then employees shall pay for comparable food an amount corresponding to the average price paid by employees at the Icelandic Government Offices canteen.

- 3.4.4 An employee who lacks access to a lunchroom but should have such access pursuant to Article 3.4.1 shall be compensated by a food allowance of ISK 380 for each work duty day, provided that the following conditions are met:
1. The employee's weekly work requirement corresponds to at least half a position.
 2. The employee is required to work at a fixed workplace from 11:00 - 14:00, less meal break.
 3. The meal break is only 1/2 hour.
- 3.4.5 An employee who is on a shift when the workplace lunchroom is not open shall be compensated by a food allowance of ISK 380 provided that the employee's work requirement covers at least 1 hour before and 1 hour after the contractual meal breaks on the shift in question, cf. Article 3.2.1 for the timing of meal breaks.
- 3.4.6 The food allowance amount shall be adjusted at three-month intervals in accordance with changes in the food item in the consumer price index (01 food and drink) with the index of May 2011 as baseline (140.7 points based on the 2008 sub-indices).
- 3.4.7 At workplaces where there is a canteen, employees who purchase food there shall nominate from among their number two representatives to monitor the canteen's operation and have access to its accounts.

3.5 Obligatory meals, payment

- 3.5.1 Employees at residential institutions for developmentally or physically disabled persons who are obliged to eat with residents and assist them at table shall be exempted from paying for such meals, provided that they are not otherwise rewarded for this, such as with shorter working hours or payment.

4 Vacation

4.1 Length of vacation

4.1.1 Minimum vacation shall be 192 work duty hours based on full-time employment the whole year. An employee who worked part-time or for part of the year shall receive vacation of 16 work duty hours for each full month of employment. When a shift worker takes vacation they shall receive definitive information on when to report for a shift after the vacation, which shall normally be on the basis of an unchanged shift schedule.

4.1.2 A vacation increase corresponding to 24 daytime work duty hours shall be received by employees who attain 30 years of age during the calendar year to which the summer vacation period belongs. Employees who attain 38 years of age shall receive an additional vacation increase of 24 daytime work duty hours.

4.2 Vacation allowance and vacation bonus

4.2.1 Employees shall receive a vacation allowance of 10.17% of any overtime and premium payments under the present agreement. Upon the age of 30 they shall receive 11.59%. Upon the age of 38 they shall receive 13.04%.

4.2.2 The vacation bonus during the contractual term shall be as follows:

In 2016	ISK 44,500
In 2017	ISK 46,500
In 2018	ISK 48,000

On 1 June each year, employees employed through the preceding 30 April shall be paid a special lump sum, a vacation bonus, based on full-time employment during the prior vacation reference year. Payment shall be in proportion to the percentage of full-time employment and the period of employment.

If employment ended during the vacation reference year by reason of age or after uninterrupted employment for at least 3 months/13 weeks during the vacation reference year, the employee shall receive a vacation bonus in proportion to the time worked and the percentage of full-time employment. The same shall apply if the employee was absent from work because of illness after the institution's payment obligation had ended, or for up to 6 months of maternity/paternity leave. The vacation bonus is a fixed monetary amount and will not be subject to change pursuant to other provisions of the agreement. No vacation allowance shall accrue based on the vacation bonus.

4.3 The vacation reference year

4.3.1 The vacation reference year shall be from 1st of May to 30th of April.

4.4 Summer vacation period

4.4.1 The summer vacation period shall be from 2nd of May to 15th of September. From 1 May 2006 and thereafter, the summer vacation period will be from 1st of May to 15th of September.

4.4.2 Employees have a right to receive 160 work duty hours of their vacation during the summer vacation period, and up to their full vacation during this period if

the institution's functioning permits.

- 4.4.3 If a vacation or part of a vacation is taken after the end of the summer vacation period, that part of the vacation shall be extended by 1/4. The same shall apply to any summer vacation taken prior to the summer vacation period at the request of the institution.

4.5 Decision on granting vacation time

- 4.5.1 A superior shall decide in consultation with employees when to grant vacation time. The superior shall be obliged to accede to employee requests as to when to grant vacation time and shall grant it during the summer vacation period if employees so request and if practicable in view of the institution's functions. Unless impeded by special circumstances, the superior shall, after surveying the employees' wishes, announce as soon as possible, and at the latest one month before the start of vacation, when vacation will begin.

4.6 Illness during vacation

- 4.6.1 If an employee falls ill during a vacation, the duration of the illness shall not count toward the vacation provided that the employee establishes with a medical certificate their inability to make use of the vacation.

The employee's superior shall be informed in a verifiable manner in case of illness or accident during vacation.

4.7 Postponement of vacation

- 4.7.1 An employee who does not take vacation in a given year shall be entitled, with their superior's approval, to add together the vacation from that year and the next for taking vacation in the latter year.

- 4.7.2 Where an employee has, at their superior's request, not taken a vacation or part of a vacation, then such vacation shall be saved until the following year; if not the employee will then be due the overtime rate for work during that period. Otherwise, employees may not choose work in their occupation instead of taking vacation.

- 4.7.3 If an employee comes from another job without having enjoyed the accrual of vacation there, they shall be entitled to leave without pay until they have completed a full vacation.

4.8 Accrued entitlement to vacation

- 4.8.1 A deceased employee's estate shall be paid their accrued vacation entitlement.

4.9 Vacation fund

- 4.9.1 The National Treasury shall pay a special contribution to the SFR Vacation Fund. This contribution shall be 0.50% of the total pay of SFR members in government service. The contribution shall be paid monthly in arrears, according to the wage payer's payroll calculations.

Section 4 on vacation will change as of 1st of May 2020 and will read as follows:

4.1 Length of vacation

4.1.1 Vacation shall be 30 days (240 hours based on a 40-hour workweek) based on full-time employment. Vacation shall accrue in proportion to the percentage of full-time employment and the period of employment.

4.2 Vacation allowance and vacation bonus

4.2.1 Employees shall receive a vacation allowance of 13.04% of any overtime and premium payments under this agreement.

4.2.2 The vacation bonus during the contractual term shall be as follows:

In 2019 ISK 50,000

In 2020 ISK 51,000

In 2021 ISK 52,000

In 2022 ISK 53,000

On 1 June each year, employees employed through the preceding 30 April shall be paid a special lump sum, a vacation bonus, based on full-time employment during the prior vacation reference year. Payment shall be in proportion to the percentage of full-time employment and the period of employment.

If employment ended during the vacation reference year by reason of age or after uninterrupted employment for at least 3 months/13 weeks during the vacation reference year, the employee shall receive a vacation bonus in proportion to the time worked and the percentage of full-time employment. The same shall apply if the employee was absent from work because of illness after the institution's payment obligation had ended, or for up to 6 months of maternity/paternity leave. The vacation bonus is a fixed monetary amount and will not be subject to change pursuant to other provisions of the agreement. No vacation allowance shall accrue based on the vacation bonus. Any accrued personal bonus shall be settled concurrently with the termination of employment.

4.3 The vacation reference year

4.3.1 The vacation reference year shall be from 1st of May to 30th of April.

4.3.2 If the percentage of full-time employment changes over the vacation reference year this must be taken into account in the payroll calculation for pay while the vacation is taken.

4.4 Summer vacation

4.4.1 The summer vacation period shall be from 1st of May to 15th of September.

4.4.2 Employees shall be entitled to receive up to 30 days of vacation, of which 15 days shall be consecutive, during the summer vacation period, provided that this is practicable in view of the institution's functions.

4.5 Decision on granting vacation time

4.5.1 A superior shall decide in consultation with the employee when to grant vacation time. The superior shall be obliged to accede to employee requests as to when to grant vacation time, provided that this is practicable in view of the institution's functioning.

The decision on summer vacation shall be made as soon as possible and no later than 31st of March, and shall be notified to the employee in a verifiable manner, such as through the institution's time recording system, unless impeded by special circumstances.

4.5.2 If a vacation or part of a vacation is taken outside of the summer vacation period at a superior's written request, that part of the vacation shall be extended by 25%.

4.6 Postponement of vacation

4.6.1 Vacation may not be transferred between years, subject, however, to Articles 4.6.2 and 4.6.3.

4.6.2 If, at a superior's written request, an employee does not take vacation or part of a vacation, the vacation can be saved for the next vacation reference year, provided that the employee has not completed taking vacation during the current vacation reference year. The same shall apply for an employee on maternity/paternity or parental leave. In such cases accrued vacation can, however, never exceed 60 days

Information on the status of already accrued and outstanding vacation shall be accessible to employees in the institution's time recording system.

4.6.3 If an employee falls ill during a vacation, the duration of the illness shall not count toward the vacation provided that the employee establishes with a medical certificate their inability to make use of the vacation.

The employee's superior shall be informed in a verifiable manner in case of illness or accident during vacation.

In such cases, unused vacation may be transferred to the following year, cf. Article 4.6.2.

4.6.4 An employee who comes from another job without having accrued vacation there shall be entitled to take leave without pay for up to 30 days.

4.6.5 If an employee who was due vacation on 1st of May 2019, of up to 60 days, has not used these days before 30th of April 2023, the remaining days shall expire.

4.7 Accrued entitlement to vacation

4.7.1 A deceased employee's estate shall be paid their accrued vacation entitlement.

4.8 Vacation fund

4.8.1 The National Treasury shall pay a special contribution to the Sameyki Vacation Fund. This contribution shall be 0.50% of the total pay of Sameyki members in government service. The contribution shall be paid monthly in arrears, according to the wage payer's payroll calculations.

5 Travel and accommodation

5.1 Travel costs by invoice

- 5.1.1 Costs for domestic travel for an employer shall be paid against invoice, provided that adequate original documentation is submitted. The same shall apply if a partial day of work is performed at such distance from the fixed workplace that the employee needs to buy food outside the home or fixed workplace.
- 5.1.2 Employees shall receive payment in advance for estimated travel costs.
- 5.1.3 Settlement of travel costs, including driving costs, shall be subject to the same rules as the settlement of overtime.

5.2 Domestic per diem allowance

- 5.2.1 Accommodation and food costs shall be paid with a per diem allowance where an agreement to this effect exists, or where it is not possible to submit receipts.
- 5.2.2 The per diem allowance for domestic travel shall be determined by a committee pursuant to Article 5.8.

5.3 Manner of payment

- 5.3.1 The institution and the employee shall decide in advance on the manner of payment for travel cost in each case.

5.4 Commuting and travel

- 5.4.1 Employees shall commute to work at a fixed place of employment by their own means and on their own time.
- 5.4.2 Exceptions to Article 5.4.1 are the following:
 - 5.4.2.1 An employee shall be provided with transport or shall be paid commuting costs to and from the workplace if all the following conditions are met:
 1. That the employee starts or finishes work at times with no bus service.
 2. That the employee's home is over 1.5 km (as the crow flies) from the workplace.
 3. That the workplace is located within a bus route system. By a bus route system is meant scheduled routes allowing for bus service at least once per hour within each defined urban nucleus involved.
 4. That the workplace is no more than 1.5 km from the bus stop.The employee will not be provided with transport or be paid travel costs for a distance greater than 15 km (as the crow flies) from the workplace.
 - 5.4.2.2 If the provisions of article 5.4.2.1 do not apply, but the workplace is within an urban area, then transport shall be provided for the employee to and from a workplace that is within 15 km (as the crow flies), yet more distant than 1.5 km (as the crow flies), when the employee starts or finishes work during the period of 00:00 to 07:00 on business days or 00:00 to 12:00 on weekends and the public holidays set out in Articles 2.1.4.2 and 2.1.4.3.

- 5.4.2.3 Those institutions located at least 1.5 km beyond the external boundaries of the nearest urban area shall, in making an institutional agreement pursuant to Section 11, negotiate payment of travel costs for those employees who do not live locally.
- 5.4.2.4 In special circumstances, for example in case of a stay in uninhabited areas, at sea or on travel of extended duration, payment of travel costs may be negotiated in an institutional agreement pursuant to Section 11.
- 5.4.2.5 Driving to and from Keflavík Airport shall count as 30 minutes of travel time each working day.

5.5 Airport transfer time for going abroad

- 5.5.1 When an employee goes abroad at the employer's initiative and on the employer's behalf, payment for such inconvenience shall be as follows:
If departure by air is on a business day before 10:00 and/or the arrival home is after 15:00, the employee shall receive payment of three hours at the 33.33% premium rate set out in Article 1.6.1 in each case.
On weekends and public holidays the corresponding payment shall be six hours at the 55% premium rate in accordance with Article 1.6.1, regardless of the flight's time of day.
Compensatory leave may be negotiated in lieu of payment for airport transfer time, cf. Article 2.5.2.

5.6 Per diem allowance during foreign travel

- 5.6.1 Travel costs during foreign travel, other than fares, shall be paid for with a per diem allowance determined by a committee pursuant to Article 5.7.
- 5.6.2 On foreign travel, the per diem allowance should be used to defray all normal non-fare travel costs, such as costs for airport transfers, food, accommodation, minor entertainment costs and any personal expenses.

5.7 Per diem allowance for attending courses, etc.

- 5.7.1 The per diem allowance for attending courses, and for training and monitoring work, shall be determined by a committee pursuant to Article 5.8.

5.8 Travel cost committee

- 5.8.1 The per diem allowance amount under this agreement shall be reviewed as needed and when requested by a contracting party, though no less frequently than at three-month intervals. The review shall be conducted by a committee comprising one representative of BSRB, one representative of BHM, and two representatives nominated by the Minister of Finance and Economic Affairs.
- 5.8.2 This committee shall also review the categorisation of countries by subsistence cost and the payment for use of employee's own vehicle where necessary for the job.
- 5.8.3 If the committee fails to reach an agreement, a member with a casting vote shall be nominated by Statistics Iceland.

5.9 Transport home from a location remote from the workplace

- 5.9.1 When working at a location remote from the regular workplace or the home base of their work team, employees shall have the right to free transport within working hours to and from their home as follows:
1. Weekly if the distance from the work team's accommodation to its home base by a main route is within 150 km.
 2. Every two weeks if this distance is 151 km or greater. Employees shall be ensured leave of no less than 48 hours between journeys according to this item.
- 5.9.2 Notwithstanding the provisions of Article 5.8.1, work teams shall have a right to free transport daily during working hours from the place of accommodation to the home base if the distance from the home base is within 60 km and the transport is not impeded by road conditions or weather.
- 5.9.3 In the case of one or two employees, they shall be ensured transport in the same manner to and from the place of work in a vehicle owned by the institution or in their own vehicle for a kilometre charge.
- 5.9.4 Work team members may agree among themselves to reduce the number of journeys home below the above-specified number if they have agreed to combine time off.
- 5.9.5 The above provisions on free transport home shall not apply if the distance from the work team's accommodation to the employee's home exceeds 1.5 times the distance from the work team's accommodation to its home base. If the distance from the work team's accommodation to its home base is 200 km or more, then travel shall be by air if possible and if requested, provided that scheduled flights exist between these locations.
- 5.9.6 Transport home not covered by the above provisions shall be negotiated on a case by case basis.

5.10 Accommodation facilities

- 5.10.1 If an employee working at a location remote from their home is required to stay overnight at premises owned or managed by the employer, the lodgings shall be warm and clean and sleeping amenities shall be comparable to hotel standards insofar as practicable.
- 5.10.2 Access shall be provided to adequate bathroom facilities with hot and cold water in a shower, hand basins and running water in toilets.
- 5.10.3 For work teams where canteens are operated there shall be facilities for refrigeration of foodstuffs. Facilities for washing clothes shall also be provided there.
- 5.10.4 If lodgings are in a hut in an uninhabited area, the accommodation facilities shall not be of a lower standard than is normal in Iceland Touring Association mountain huts. Employees shall be provided with all sleeping amenities.
- 5.10.5 At work teams where a canteen is operated away from home base, the employer shall provide the groups with radios.
- 5.10.6 During the period June - August, tents may be used for lodging where other accommodation facilities are difficult to provide. Tents shall be sturdy and well made, and shall contain bedsteads and heating equipment.

6 Working environment and occupational health

6.1 Employee rights

6.1.1 Employees shall enjoy rights pursuant to Act No. 46/1980 on Working Environment, Health and Safety in Workplaces, provided that their work does not fall under other legislation.

6.2 On workplaces

6.2.1 A workplace shall be so equipped that full provision is made for safety and good environment and health, cf. Chapter VI. of Act No. 46/1980.

6.2.2 It is expected that employees are able to carry out their regular duties within a standard working day. It is important that institutions establish their own attendance policy where, among other things, the distinction between work and private life is clearly demarcated. In those instances where employees need to do their work outside of standard working hours, this shall be stated in the employee's job description and terms of employment. Otherwise, special payment shall be made for any work required of an employee by a superior outside of standard working hours.

6.3 Medications and medical supplies

6.3.1 The most common medications and medical supplies shall be available in the workplace to use for first aid in case of accident. Medications and medical supplies shall be kept in the custody and under the responsibility of foremen and union representatives.

6.4 Safety monitoring

6.4.1 At workplaces, the devices and safety equipment considered necessary by the Administration of Occupational Safety and Health (*Vinnueftirlit ríkisins*) shall be available for use.

6.4.2 Safety officers, safety representatives and safety committees shall be appointed in accordance with Chapter II of Act No. 46/1980.

6.5 Risk of accident

6.5.1 Insofar as possible, employees shall not work alone where there is a high risk of accident.

Where applicable this matter shall be negotiated.

6.6 Medical examination / illness

6.6.1 At workplaces where there is a special danger that employees will suffer health damage SFR may request a special medical examination of employees. If a specially trained medical officer of the Administration of Occupational Safety and Health considers such an examination necessary it shall be conducted as soon as possible.

7 Insurance

7.1 Accident insurance

7.1.1 Employees shall be insured round the clock against accidental death and accidental permanent disability. Varying compensation amounts, terms and conditions apply depending on whether the employee suffers an accident during work or outside of work. Rules No. 30/1990 and No. 31/1990 issued by the Minister of Finance and Economic Affairs apply to the terms and conditions of this insurance.

7.1.2 Compensation for accidental death shall be:

1. If the deceased was unmarried and is not survived by a child under 18 years of age, and has not supported a parent or parents 67 years of age or older:

Accident outside of work	ISK 1,033,900
Accident during work	ISK 1,033,900

The beneficiaries of such death compensation are the heirs prescribed by law.

2. If the deceased was unmarried, but is survived by a child under 18 years of age and/or has verifiably supported a parent or parents 67 years of age or older:

Accident outside of work	ISK 3,167,100
Accident during work	ISK 7,570,700

The beneficiaries of such death compensation are the parents and the children. If both sets of parties receive compensation, $\frac{1}{3}$ of the compensation goes to the parents, while $\frac{2}{3}$ are split equally between the children.

3. If the deceased was married or in a partnership that in other respects may be equated to marriage and had existed for at least 2 uninterrupted years before the deceased's death, compensation to the spouse or partner shall be:

Accident outside of work	ISK 4,332,600
Accident during work	ISK 12,355,000

The beneficiary of such death compensation is the spouse or partner in question.

4. If the deceased is survived by a child under 18 years of age, to each child:

Accident outside of work	ISK 1,033,900
Accident during work	ISK 2,470,700

A child of the deceased aged 18-25 and a student at the secondary school or university level for at least 6 months of the year of the insured's death shall have the same right to compensation.

The beneficiaries of such death compensation are the children in question. Compensation will be paid to a minor child's financial trustee.

5. By children in items 2 and 4 are meant biological children, adopted children, stepchildren, children of a partner and foster children, to whom the deceased person owed a duty of support, cf. Article 53 of the Act in Respect of Children No. 76/2003.

6. Compensation will only be paid pursuant to one of items 1, 2 or 3. In addition to any compensation pursuant to items 2 or 3, compensation may be paid pursuant to item 4.

7.1.3 Insurance amounts for permanent disability shall be:

Accident outside of work	ISK 8,328,400
Accident during work	ISK 21,972,700

Compensation shall be paid as a proportion of the insured amounts, though in such a way that each degree of invalidity in the range 26-50% shall weigh double, and each degree of invalidity in the range 51-100% shall weigh triple.

7.1.4 The insurance amounts set forth above are based on the consumer price index of March 2019, 465.3 points. In settling compensation, amounts that applied in September 2004 shall be indexed for the changes that have taken place from the consumer price index of September 2004, 235.6 points, to the settlement month of the compensation. The indexation of compensation will be limited to 3 years from the date of the accident.

Insurance amounts are updated on a monthly basis and published on the Ministry of Finance and Economic Affairs website – <http://www.gogn.fjr.is>.

7.1.5 If the employer becomes liable in tort to the insured, any compensation from the present accident insurance shall be deducted in full from any damages the employer may be required to pay.

7.1.6 If an employee is injured or suffers damage to their personal possessions in the course of their work while attending to a person who is able only in a limited way or not at all to be responsible for their actions, or in attending to an individual who has been sentenced to prison or is confined in a prison or institution for other reasons, then the employee shall be compensated for damage suffered by reason of their work.

In assessing and settling the claim, the general rules of the law of torts shall apply. The Office of the State Attorney shall deal with claims for compensation pursuant to the present article, and shall handle the settlement of compensation on behalf of the Ministry of Finance and Economic Affairs.

7.2 Luggage insurance

7.2.1 Luggage belonging to employees travelling on behalf of their employer shall be insured according to rules on luggage insurance No. 281/1988.

See rules on luggage insurance for employees travelling on behalf of the state („Reglur um farangurstryggingar starfsmanna á ferðalögum á vegum ríkisins“) on the website of the Ministry of Finance and Economic Affairs –

7.3 Personal items

7.3.1 If an employee verifiably suffers damage to ordinary and necessary clothing or personal items, such as a wristwatch, spectacles, etc., in the course of their work, compensation shall be paid in accordance with an assessment. If agreement is not reached, an assessment made by one representative from each party shall be used.

Compensation will only be paid for such damage if it occurs as a result of an accident in the workplace. Compensation will not be paid if the damage occurs as a result of verifiable negligence or carelessness on the part of the employee.

8 Tools and workwear

8.1 Tools

- 8.1.1 Employees shall not be obliged to provide tools unless this has been expressly agreed upon.

8.2 Uniforms and protective clothing

- 8.2.1 Where uniforms are required or special protective clothing is necessary, for example work coats, these shall be provided to employees at no cost. The same shall apply to protective clothing for work in dirty environments and jobs that cause excessive wear to clothing.
- 8.2.2 As employees are obliged to use any protective equipment required by safety rules (such as safety shoes, earmuffs, gas masks and safety helmets), this shall be provided at no cost to employees.
- 8.2.3 Cleaning of clothing pursuant to Articles 8.2.1 and 8.2.2 shall be provided at no cost to the employee twice a year. Major repairs and damage to such clothing shall be compensated by the employer. Employees shall treat workwear and protective clothing conscientiously and with care.
- 8.2.4 Upon termination of employment, employees shall return the uniform most recently received.
- 8.2.5 A more detailed agreement shall be negotiated with Sameyki on these matters, such as the extent to which particularly dirty job conditions shall be taken into account.

8.3 Clothing allowance

- 8.3.1 In health care institutions where, by reason of special treatment measures, employees are required to use their own clothing instead of a work coat or similar protective clothing in accordance with Article 8.2, the employer may instead pay the employee a special clothing allowance of ISK 3,800 per month based on full-time daytime work.

This payment shall be adjusted at three-month intervals in accordance with changes in the clothing item in the consumer price index (031 clothing) with the index of May 2011 as baseline (169.6 points based on the 2008 sub-indices).

9 Acting as a substitute

9.1 Deputies

9.1.1 The parties are in agreement that there is normally no need to assign an employee to perform a superior's job unless the superior's absence exceeds 7 consecutive working days.

9.2 Paid job as a deputy

9.2.1 If an employee's primary job is paid as the job of being a superior's deputy, then the employee shall be entitled to pay according to the superior's pay grade whenever the employee performs the superior's job longer than 4 consecutive weeks or has performed it for more than 6 weeks out of each 12 months. Payment at the superior's pay grade shall be made as of the end of the above-mentioned 4 or 6 weeks only.

9.3 Other deputies

9.3.1 An employee who is not employed as a superior's deputy, but who has been assigned to perform the superior's or another higher-paid employee's job during that person's absence, shall be paid according to the absent employee's pay grade for the period during which the deputy performed the absent person's job.

10 Education and training

10.1 Education on the basis of a continuing education/career development plan

10.1.1 Within the educational systems provided by the contracting parties, an employee who has worked at least four months at the same institution shall be entitled to a leave of absence in order to pursue the study programmes offered there.

An employee who has worked for four years at the same institution shall accrue one week of leave for each year in order to pursue continuing education other than that set out in the first paragraph of the present article, in line with the institution's and/or the employee's career development plan, so that after the first four years of employment the employee has accrued four weeks of educational leave. The accrued entitlement can, however, never exceed 6 months, and will not be disbursed upon termination of employment.

An employee who has worked for four years at the same institution and who, for the job, acquires education at qualification level 5 (baccalaureate level) or higher according to the Icelandic qualification level system, based on the institution's or the employee's career development plan, shall accrue two weeks' leave per year. The accrued entitlement can, however, never exceed 6 months, and will not be disbursed upon termination of employment.

At an institution that has not adopted a career development plan, employees shall have the same right to educational leave set forth in paragraphs 2 and 3 of the present article, provided that the studies in question are related to the particular employee's job.

A shorter or longer educational leave may be granted over a shorter or longer span of years.

10.1.2 Pay during educational leave

During their leave, employees shall retain their regular pay, cf. the definition of Article 12.2.6.

Travel and accommodation costs may be paid pursuant to Section 5.

10.1.3 An institution may limit the number exercising this right to 10% per annum, either on the basis of the number of weeks or the number of employees utilising the leave, if demand becomes so great as to cause difficulties in the institution's functioning.

10.2 Unpaid leave

10.2.1 An employee shall be entitled to leave without pay if offered an opportunity and/or a grant to work on a specific job-related project. Such leave shall be taken in consultation with the institution's Director.

10.3 Education and training funds

10.3.1 The employer shall pay a monthly contribution of 0.82% of the total pay of Sameyki members, to be divided as follows:

10.3.1.1 The employer shall pay a special contribution to the Vocational Training Fund. This contribution shall be 0.32% of the total pay of Sameyki members.

10.3.1.2 The employer shall pay a special contribution to the Development and

Lifelong Learning Fund. This contribution shall be 0.50% of the total pay of Sameyki members.

10.4 Starfsmennt, the Educational Training Centre for Public Employees

10.4.1 The wage payer shall pay a monthly contribution of 0.25% of the total pay of Sameyki members.

11 Institutional agreement and joint committees

11.1 Definition of an institutional agreement

11.1.1 An institutional agreement forms part of the collective bargaining agreement and is intended, among other things, to promote a more efficient wage system aligned with the needs and tasks of the institution and its employees. It is a separate agreement between an institution and a union concerning the adaptation of certain elements of the collective bargaining agreement to the needs of an institution and its employees, taking into consideration the nature of the functions, organisation and/or other elements that make the institution unique. Joint committees, or committees pursuant to Article 11.4.1, shall be responsible for making and amending institutional agreements.

11.2 Objectives of an institutional agreement

11.2.1 The parties to the present collective bargaining agreement concur that their objective in entrusting to the institution and its trade union/employees the elaboration of certain aspects of the collective bargaining agreement is to strengthen the institution's functioning in the long term, thus creating prerequisites for better working conditions for employees.

Further, to move the decision on a job's pay level closer to the job setting, where it is possible to respond more quickly to the changing functions and organisation of institutions.

11.2.2 The objective of an institutional agreement is to strengthen the cooperation between employees and management in the workplace in order to enhance the quality of public services. Further, to give employees opportunities for career development and improved job performance, thereby enhancing their prospects for improved pay and terms.

This cooperation is intended to improve the institution's operational structure, to improve the utilisation of operational funds, and to lay the groundwork for greater rationalisation and a more efficient wage system.

11.3 Making and implementing an institutional agreement

11.3.1 In making an institutional agreement, the ranking of jobs into pay grades pursuant to 11.3.2.1 shall be negotiated, primarily assessing the tasks and responsibilities inherent in the job along with the competence (skill level/specialisation) needed to perform the job.

A job description is among the prerequisites for ranking jobs into pay grades and shall be reviewed in step with the evolution of the job in question, at which time the job's ranking shall also be reviewed.

Personal and time-varying factors shall be assessed for allocating increment steps. Such increments shall be subject to review. Time-varying factors may vary from one time to another. The grounds underlying increment factors shall be reviewed upon change in an employee's area of work or as elaborated in more detail in an institutional agreement.

If a member of SFR - Union of Public Servants holds a job that is also covered

by another union's institutional agreement with the same institution, the institution shall strive for equal treatment with respect to the ranking criteria and pay level for the job.

11.3.2 Job ranking decisions shall generally rest on three factors composing each individual's pay. The factors are:

11.3.2.1 **Ranking of jobs.** Ranking shall treat the scope of work as continuing/stable, using the definitions of the Statistics Iceland classification of occupations (now ÍSTARF95, second edition) for reference. Primarily assessed shall be the tasks and responsibilities (such as managerial responsibility) inherent in the job, as well as the competence (education/skill level/specialisation) needed to perform the job. The particular job's location in the institution's organisational chart or other formal organisational structure shall also be taken into account.

11.3.2.2 **Personal factors.** Pay for personal factors is assigned permanently as it rewards, for instance, the particular employee's skill or experience. Examples of personal factors:

Special knowledge or competence that is of use on the job, including special professional experience that makes the employee a more valuable worker.

Market pressure or demand pressure.

Independent working methods, initiative, or successful job performance.

Increased employee qualifications, for example formal education or the employee's initiative in acquiring lifelong learning and knowledge of use on the job, for example through job-related courses. Formal education completed with a recognised degree shall in particular be taken into account.

Length of service with the institution (rewarding loyalty to the institution) or comparable institutions (rewarding the transfer of knowledge or working methods).

11.3.2.3 **Time-varying factors** are, for example, performance or temporarily added task pressures. Examples of time-varying factors:

Performance that exceeds requirements and/or expectation, based on previously defined and measurable criteria.

Temporarily added responsibility. Implementation of projects.

Development and innovation.

Special pressures/work load and level of difficulty.

Being accommodating about hours and helpful.

Bringing in new projects and ideas.

11.3.2.4 Factors pursuant to 11.3.2.3 shall only be assessed for allocating increment steps. Time-varying factors are most often individual, but may also be linked to groups or even to results achieved by groups.

The above factors may vary from one time to another, so that pay increments may vary. The above factors shall be reviewed upon change in an employee's area of work or as elaborated in more detail in an institutional agreement.

11.4 **Composition and role of joint committees**

11.4.1 At those governmental institutions that administer the implementation of collective bargaining agreements on behalf of the Minister of Finance and

Economic Affairs, independent joint committees shall be established, comprising up to 3 representatives for each side, i.e. from the union/employees and from the institution, with 3 alternates. Normally the union representative at the workplace shall represent SFR in the committee.

The Director shall nominate the institution's representatives.

The roles of joint committees shall include considering the criteria for categorising occupations, ranking individual jobs into pay grades, and conciliating in any disputes that may arise from this agreement. The committee shall also discuss ranking of jobs pursuant to Article 25 of Act No. 94/1986 on Collective Bargaining of Public Employees.

- 11.4.2 At those institutions that do not administer the implementation of collective bargaining agreements, the contracting parties shall similarly nominate up to 3 representatives to a joint committee and 3 alternatives. The Financial Management Authority shall, pursuant to a delegation of powers, handle the role of the Minister of Finance and Economic Affairs for those institutions that do not administer the implementation of collective bargaining agreements.

11.5 Joint Committee Working Practices

- 11.5.1 For making/reviewing an institutional agreement.

Joint committee members may request a review of the institutional agreement if they consider that its premises have undergone material change. Examples of changes in premises include amendment of the central collective bargaining agreement and changes in the scope, role or functioning of the institution. Either party may convene the committee.

A meeting of the joint committee shall be arranged to be held as soon as possible, and no later than four weeks after the communication was received.

It shall then be assessed whether the premises have changed in a way that warrants amending the agreement.

If the parties agree on amendments these shall be incorporated in the institutional agreement in effect, which shall be endorsed thus amended. Normally, an institutional agreement shall be reviewed at two-year intervals.

- 11.5.2 Either party may refer disputes to the committee and convene it. The communication shall be sent to the counterparty in writing. The counterparty shall arrange for a joint committee meeting to be held as soon as possible, and no later than four weeks after the communication was received. The joint committee shall respond to communications within 5 weeks of the time they were first formally brought up for consideration at a committee meeting. If a joint committee reaches agreement on changes in ranking or on other matters referred to it, such changes shall, unless otherwise expressly decided, be effective as of the beginning of the next month after the communication was first formally brought up for the committee's consideration.

12 Employee rights in the event of illness or accident

12.1 Notifications, certificates and out-of-pocket costs

- 12.1.1 If an employee becomes unfit for work by reason of illness or accident, the employee must immediately inform their superior, who shall decide whether to require a medical certificate and if this shall be acquired from the occupational health physician of the institution concerned. A medical certificate may be required from employees to establish unfitness to work whenever deemed necessary by the institution's director/the employee's superior.
- 12.1.2 An employee who is absent from work by reason of illness or accident for more than 5 consecutive working days shall establish their unfitness for work with a medical certificate. In the event of repeated absences, the employee shall establish their unfitness for work with a medical certificate as further decided by the Director/superior.
- 12.1.3 An employee who is unfit for work by reason of illness or accident for an extended period of time shall renew their medical certificate as further decided by the Director/superior, but no less than once a month.
An exception from this requirement may, however, be made at the occupational health physician's suggestion if the physician considers it clear that the illness will lead to a longer absence.
- 12.1.4 An employee who is unfit for work due to illness or accident shall be obliged to undergo any ordinary and recognised medical examination deemed necessary by the occupational health physician to determine whether the absence is legitimate, provided that the cost of the consultation with the physician and any necessary medical examinations are paid for by the employer.
- 12.1.5 Employees shall be reimbursed for all fees for medical certificates required pursuant to Articles 12.1.1-12.1.4. The same shall apply for an interview with a physician in order to acquire a certificate.
- 12.1.6 The employer shall reimburse the employee for any outlay costs incurred by the employee because of a workplace accident and not compensated by the accident insurance of Social Security pursuant to Act No. 45/2015.

12.2 Entitlement to pay in the event of illness and accidents

- 12.2.1 An employee who is hired at a monthly salary, pursuant to Article 1.1.1 of the collective bargaining agreement, for at least 2 months, shall retain pay pursuant to Articles 12.2.6 - 12.2.7 for as long as their sick days, counted in calendar days, are not more during each 12 month period than as follows:

<u>Length of service</u>	<u>Number of days</u>
0- 3 months of service	14 days
Next 3 months of service	35 days
After 6 months of service	119 days
After 1 year of service	133 days
After 7 years of service	175 days

Added to the above entitlement shall also be the right to monthly pay in accordance with Article 1.1.1 of the collective bargaining agreement for 13 weeks or 91 days if the unfitness for work is the result of a work-related accident or occupational disease. No payment pursuant to Articles 12.2.6-12.2.7 shall be added to such pay.

<u>Length of service</u>	<u>Number of days</u>
After 12 years of service	273 days
After 18 years of service	360 days

Pay will, however, not extend beyond the intended duration of the appointment.

- 12.2.2 An employee who is hired on an hourly basis, subject, however, to Article 12.2.3, or who is hired for a term shorter than 2 months, shall retain pay pursuant to Articles 12.2.6 to 12.2.7 as long as their sick days, counted in calendar days, are no more during each 12 month period than as follows:

<u>Length of service</u>	<u>Number of days</u>
During the first month of service	2 days
During the second month of service	4 days
During the third month of service	6 days
After 3 months of service	14 days
After 6 months of service	30 days

Added to the above entitlement shall furthermore be an additional right to pay for daytime work for 13 weeks or 91 days if the unfitness for work is the result of a work-related accident or occupational disease. No payment pursuant to Articles 12.2.6-12.2.7 shall be added to such pay.

Pay will, however, not extend beyond the intended duration of the appointment.

- 12.2.3 For pensioners who are employed on an hourly basis, or for other types of work, the entitlement to pay while unfit for work by reason of illness or accident shall be 1 month every 12 months. Sick pay shall be based on the average daytime pay over the 3 months immediately preceding the illness.

Pay will, however, not extend beyond the intended duration of the appointment.

- 12.2.4 An employee whose work requirement is fulfilled irregularly or otherwise than that of a regular daytime worker shall be deemed to have been absent for one week when the employee has been unfit for work because of illness or accident for a period of time equal to their weekly work requirement, and proportionately in case of a shorter or longer absence because of unfitness for work.

- 12.2.5 In evaluating an employee's accrued rights pursuant to Article 12.2.1, the length of service shall, in addition to the employee's service with the wage payer in question, also include their length of service with any governmental institutions, municipalities or self-governing foundations the majority of the costs of which come from public coffers.

During the first 3 consecutive months of employment, prior length of service according to the present article shall nonetheless not be included unless the employee concerned has had uninterrupted service with the aforementioned wage payer for a period of 12 months or more.

- 12.2.6 During the first week of absence by reason of illness or accident or the period of time corresponding to the employee's weekly work requirement, payment shall in addition to their monthly pay pursuant to Article 1.1.1 of the collective bargaining agreement include any fixed payments, such as for overtime, shift work, on-call duty, inconvenience, and payment for working hour gaps, provided that these are for working hours determined in advance in accordance with regular shifts or the employee's regular work that is of more than 12 months standing or is intended to be ongoing at least that long. In the case of a teacher's illness, payment shall be made according to the schedule in effect currently or the one most recently in effect, based on the beginning of the illness.

12.2.7 After the first week of absence by reason of illness or accident or the period of time corresponding to the employee's weekly work requirement, the employee shall in addition to pay received under Article 12.2.6 receive the average of the overtime hours received over the most recent 12 monthly overtime settlement periods or the most recent 12 full calendar months.

In calculating overtime hours under the present article, any overtime hours that have been paid pursuant to Article 12.2.6 shall be excluded.

An employee of a school or another institution where normal operations are suspended for part of the year shall instead of this rule only be paid for other overtime than that specified in Article 12.2.6 during those months when normal operations take place, and the number of overtime hours shall be determined by calculating the monthly average of the occasional overtime hours that the employee was paid for during the institution's most recent nine whole operating months, or a corresponding length of time in case of a smaller or greater number of operating months.

12.2.8 Employees who are absent on vacation during the reference period of Article 12.2.7 shall be deemed to have the same overtime average during the vacation as during the rest of the period.

12.2.9 If an employee becomes unfit for work because of an accident at the workplace or on a normal route to or from work, pay pursuant to Article 12.2.7 shall be paid as of the beginning of the absence.

12.2.10 If, on the advice of a physician and with the permission of the Director, an employee works a reduced percentage of full time because of accident or illness, then sick pay for daytime work shall be based on the percentage lacking for the employee to be working full time.

12.3 Certificate of fitness for work

12.3.1 An employee who has been unfit for work by reason of illness or accident continuously for 1 month or longer may not resume work unless a physician certifies that the employee's health allows this. A certificate from the occupational health physician of the institution concerned may be required.

12.4 Termination of employment for repeated or prolonged unfitness for work because of illness or accident

12.4.1 If an employee is unfit for work because of illness or accident for a number of months each year over a five year period and it has not been unequivocally certified according to the provisions of Article 12.3.1 that there has been an improvement in their health that is expected to be lasting, then the employee's employment may be terminated by reason of ill-health.

12.4.2 When an employee has been continuously absent from work without pay because of illness or accident for the same length of time as the period during which they were entitled to a paid absence pursuant to Article 12.2.1, then their employment may be terminated by reason of ill-health.

12.4.3 The provisions set forth above on absences by reason of illness or accident shall not prevent an employee from terminating their employment at their own request, if, according to a medical certificate, the employee has become permanently unfit for work because of poor health. A certificate from the occupational health physician of the institution concerned may be required.

12.5 Severance pay and pay for a deceased employee's spouse

12.5.1 When employment is terminated pursuant to Articles 12.4.1-12.4.3, the employee shall retain their fixed pay pursuant to Article 12.2.6 for 3 months.

12.5.2 The same shall apply to payments for a deceased employee if the person was married or was in a civil union, registered partnership or a partnership that in other respects may be equated to marriage within the understanding of Article 44 of the Social Security Act No. 117/1993.

12.5.3 When employment is terminated pursuant to Articles 12.4.1-12.4.3 or the employee dies, their pay shall be paid as would otherwise have been done through the end of the month of termination or death before pay pursuant to Articles 12.5.1-12.5.2 comes into consideration.

This does not apply, however, if the disbursement of pay had already ended, for example because the right to sick pay pursuant to Articles 12.2.1-12.2.10 had been exhausted.

12.6 Recording of sick days

12.6.1 At each institution a record shall be kept of employee sick days. If an employee is transferred between jobs, their sick days from each job shall be added together as appropriate.

12.7 Illness and accidents during maternity/paternity leave

12.7.1 An employee's periods of illness during maternity/paternity leave shall not be deemed to be absences by reason of illness, and the employee will not be entitled to sick pay in case of illness or accident during that time.

12.8 Illness of children under the age of 13

12.8.1 One parent has the right to be absent from work for a total of 12 working days (96 work duty hours based on full-time employment) each calendar year because of illness of their children under the age of 13, provided that alternative care is not practicable. During such absences, the employee shall be paid at the daytime work rate along with a shift premium in accordance with the regular duty roster/shift schedule. This right shall have no impact on the employee's rights pursuant to other articles.

12.9 Consultative Committee

12.9.1 A Consultative Committee shall be established. It shall comprise representatives of the contracting parties of the agreement between BHM, BSRB and KÍ (the Icelandic Confederation of University Graduates, the Federation of State and Municipal Employees, and the Icelandic Teachers' Union), on the one hand, and the Minister of Finance and Economic Affairs on behalf of the National Treasury, the City of Reykjavik and the Municipal Wage Committee, on the other hand, on certain matters concerning the rights of employees belonging to the aforementioned organisations, signed on 24 October 2000, three representatives being nominated by each of the two sides to the agreement. The Consultative Committee shall deliberate on the interpretation and implementation of individual provisions on sick leave according to the present agreement.

12.10 Transitional Provision

12.10.1 An employee who has accrued more sick days prior to 1 January 2001 pursuant to the rules formerly in effect shall retain these while uninterruptedly employed, but any further accrual shall be pursuant to the present section.

13 Maternity/paternity leave arrangements

13.1 Scope

- 13.1.1 This section covers a parent who is in at least a 25% position and has worked for 6 consecutive months prior to the birth of their child for the wage payer in question, and who has a valid appointment at the commencement of the leave.

13.2 Legal status of employees on maternity/paternity leave

- 13.2.1 The accrual and protection of rights during maternity/paternity leave are governed by Article 14 of Act No. 95/2000 on Maternity/Paternity Leave and Parental Leave, though with the following addition.
- 13.2.2 In accordance with the above, an employee who begins taking maternity/paternity leave is considered to have been relieved of the obligation to work for the duration of their maternity/paternity leave, cf. Article 29 of the said Act.
- 13.2.3 The wage payer's employees who are on maternity/paternity leave shall be entitled to a paid summer vacation, a personal bonus and a vacation bonus. Employees remain members of the pension fund(s) to which they have belonged as their wage payer's employees, while the wage payer is responsible for the accrual of rights in division B of the Pension Fund for Icelandic State Employees (LSR).
- 13.2.4 An employee whose salary is paid in advance shall have the right to payment in advance from the wage payer for the month when maternity/paternity leave begins, and that right shall be not apply for the month of return from maternity/paternity leave.

14 **Family and Support Fund and contributions to the Vocational Rehabilitation Fund**

14.1 **Wage payer contributions to the Family and Support Fund**

14.4.1 Wage payer contributions shall be 0.75% of total pay of the wage payer's employees covered by this agreement. The contribution shall be paid monthly in arrears, according to the wage payer's payroll calculations.

14.2 **Wage payer contributions to the Vocational Rehabilitation Fund**

14.2.1 Wage payer contributions to the Vocational rehabilitation fund shall be 0.13% of the total pay of the membership.

15 Pension fund and voluntary contributions to pension savings

15.1 Pension fund membership

15.1.1 Employees covered by the present agreement shall be members of the Pension Fund for State Employees in Iceland (LSR), either of the A-division or B-division as prescribed by law and the Fund's Articles of Association.

15.2 Contributions

15.2.1 For employees in the A-division of LSR, the employee contribution shall be 4% and the wage payer contribution shall be 11.5%, each of total pay.

15.2.2 For employees in the B-division of LSR, the employee contribution, wage payer contribution and other matters shall be governed by the law and articles of association applicable to the Fund.

15.3 Voluntary contributions to pension savings

15.3.1 If an employee exercises the right to contribute to personal pension savings, the employer shall pay a contribution matching the employee's contribution, up to 2%.

16 Notice of termination

16.1 Termination notice for an employment contract of indefinite duration

16.1.1 Termination during a probationary period

The mutual period of notice during a probationary period shall be one month. The probationary period is three months unless otherwise provided in the relevant employment contract.

16.1.2 Termination of employment after the probationary period

The mutual period of notice after the probationary period shall be 3 months.

16.1.3 Termination notice after ten years of uninterrupted service

If an employee is given notice of termination after at least 10 years of uninterrupted service at the same institution, the period of notice shall be as follows:

1. 4 months if the employee has reached the age of 55
2. 5 months if the employee has reached the age of 60
3. 6 months if the employee has reached the age of 63

The employee can, on the other hand, resign from their job with three months' notice.

16.2 Termination notice for employees hired on a fixed-term basis and hourly workers

16.2.1 Fixed-term employment contracts terminate at the end of the contractual term without notice.

If either party wishes to end the employment relationship sooner, the following provisions apply:

1. The mutual period of notice for employees hired on a fixed-term basis shall be one month.
2. The mutual period of notice for hourly workers during the first 3 months of employment shall be one week as of end of week. End of week is Friday. After three months of uninterrupted service, the mutual notice for termination shall be one month.

17 Payslip and union dues

17.1 Payslip

17.1.1 An employee who receives pay has the right to receive a payslip bearing their name. The payslip shall specify the employee's fixed pay, the pay period, the number of overtime hours, any accrued compensatory leave, and an itemisation of all income and deductions affecting the monetary amount of pay disbursed.

17.2 Union dues

16.2.1 If Sameyki requests that a wage payer handle the collection of union dues, then the union shall provide to them machine-readable data on dues-paying members along with any information requested by the wage payer. Union dues according to the present article shall be deducted from members' pay on the first day of each month and delivered by the 10th of the following month.

The wage payer shall have a right to request that Sameyki confirm the membership register, and the right to remove from it employees in case of doubt as to whether the employee is a member of the union.

18 Union matters

18.1 Union matters

18.1.1 The Union represents its members in government service whose jobs fall within the contractual scope of the union's agreements, cf. the provisions of Act No. 94/1986 and in accordance with item 2 of the declaration of the Minister of Finance and Economic Affairs of 3 September 1982.

18.1.2 Any provisions of special personal agreements between institutions and members of Sameyki that constitute curtailment of pay or terms to which employees have a right by law, regulations or collective bargaining agreements shall be void.

No agreements that constitute such curtailments of statutory or contractual rights may be entered into.

19 Effective term, contractual premises and voting

19.1 Effective term of this agreement

19.1.1 This collective wage agreement will remain in effect between 1 April 2019 and 31 March 2023, when it will expire without notice of termination.

19.2 Contractual premises and voting

19.2.1 If agreement is reached on the general labour market on a modification of their collective bargaining agreements, such as for a GDP per capita bonus (*hagvaxtarauki*), then the parties shall initiate negotiations as to whether, and if so in what way, such a modification shall take effect in respect to the agreement between the parties.

If, during the term of the present agreement, collective bargaining agreements on the general labour market are terminated on the grounds of their premises provision, then either contractual party may terminate the present agreement with three months' notice as of the end of month.

The Parties shall put the present agreement to a vote, along with protocols and attached documents. If the counterparty has not received notification of the result by 16:00 on 31 March 2020 it shall be deemed to have been approved.

Protocols 2020 No. 1 to 20
Protocols to the Agreement
between the Minister of Finance and
Economic Affairs, on behalf of the National
Treasury, and
Sameyki - Union of Public Servants
9th of March 2020

Protocol 1

The parties concur that collective bargaining agreement provisions exempting employees who have reached the age of 55 from night shifts and/or standby shifts, if they so request, do not constitute a breach of Act No. 86/2018 on Equal Treatment on the Labour Market. The same shall apply to provisions on an extended period of notice for employees aged 55 and older who have served uninterruptedly for at least 10 years at the same institution.

Under certain circumstances, a difference in treatment by reason of age may be justifiable when supported by objectively based reasoning in pursuit of a legitimate objective, including employment policy or other labour market aims, provided that proportionality is observed. By collective bargaining agreement provisions on an exemption from night shifts and standby shifts after a certain age, account is taken of the concerns raised by research showing that as employees age it becomes more difficult for them to work night shifts since they take longer to recover physically because of the interaction between work schedules, sleep and circadian rhythms. Provisions on an extended period of notice with advancing age are based on the consideration that as retirement approaches employees may have increased difficulty in finding other suitable work. The European Court has given member states some latitude to decide which objectives to aim for and what means are suited to achieving that objective. The contracting parties concur that the aims underlying these provisions are based on objective criteria and do not go further than is necessary.

Protocol 2

The contracting parties are of one mind on the principal aim that Section 12 of collective bargaining agreements, which concerns employee rights in case of illness or accident, should promote active participation in the labour market for as many as possible. An attendance policy conducive to early intervention may prevent long-term illness and even disability at later stages. At the same time, it is necessary to increase the opportunities of employees for workplace adaptation after long-term illness and when returning to the workplace after vocational rehabilitation at VIRK.

In reviewing the section on illness attention should be directed, among other things, to a common definition of the terms long-term illness and short-term illness, and to the way in which sick days are counted. The article on illness of children under the age of 13 will also be examined, assessing whether it should cover illness of close family members.

Guided by these objectives, work on the review of Section 12 will proceed during the contractual term. Work on reviewing Section 12 will begin on 17th of August 2021 and is expected to be completed no later than 1st of May 2022. Any costs resulting from this project shall be divided among public sector wage payers, up to a maximum of ISK 10,000,000. If the group reaches consensus on amending the article on the illness of children under the age of 13, the contracting parties are in agreement that such an amendment may come into effect during the contractual term, as agreed in more detail between the parties on this matter.

Protocol 3

Governmental institutions are knowledge workplaces, and their functioning relies on the human resources they command. In the near future, technological change will impact the working environment and the content of government jobs. Such changes make it necessary

to promote in a targeted manner the acquisition by employees of the appropriate qualifications to take on changed tasks. The contracting parties concur that an overall assessment should be made of the educational and training framework prescribed in collective bargaining agreements and its utilisation by employees, institutions and the state as a whole for lifelong learning and continuing education.

Also examined should be how career development plans, educational and training activities, and educational leave are utilised for the same purpose. Concurrently, an effort will be made to assess what effect a growing emphasis on digital services along with changes in the labour market will have on the qualification requirements for government employees belonging to the BSRB member unions. The impact of such changes on the number of full-time positions and the number of employees will also be assessed. Work will begin in September 2020 and the conclusions of the assessment are expected to be available by April 2021.

Once the assessment results are available, Sameyki and the Personnel Policy Department of the Ministry of Finance and Economic Affairs (KMR) will discuss how the education and training funds of Sameyki and as appropriate others can be used to achieve the objectives set forth above, and will as appropriate reassess their policies and propose a specific plan. Efforts will furthermore be made to enable employees to advance their career development within the same institution and/or be given opportunities to transfer between jobs within government service. Particular emphasis will be placed on jobs and employees in jobs foreseen to be subject to significant changes or discontinuation.

Protocol 4

BSRB and public sector employers aim, in collaboration with other umbrella organisations of public sector employees, to negotiate a pay adjustment guarantee for the period 2019 until 2022. A pay adjustment guarantee is intended to ensure that wage trends generally develop similarly for public sector employees and on the general labour market, and is thus intended to ensure that public sector employees keep up with general wage trends during the contractual term.

Protocol 5

Article 1.4.2 of the collective bargaining agreement between the parties authorises the employer to pay by the hour in specifically designated cases. This constitutes an exception from the principle that employees should be hired on an indefinite basis and receive monthly pay. The contracting parties are in agreement that they will conduct a joint review of the utilisation by governmental institutions of this authorisation of Article 1.4.2, aiming in particular to investigate whether institutions are complying with the conditions set for payment by the hour. The rights of employees paid by the hour shall also be examined with respect to personal bonuses and lump sum payments, as well as the restrictions concerning daytime work and the length of their appointments.

Subsequent to this examination, the contracting parties will come to an agreement on institutional guidelines concerning payment by the hour. A working group comprising representatives of the Personnel Policy Department of the Ministry of Finance and Economic Affairs, Sameyki and as appropriate other labour organisations shall begin work on 3 November 2020 and the guidelines are expected to be available by 10 March 2021.

Protocol 6

During the contractual term, the pay table pursuant to Article 1.1.1 will gradually be extended by a total of ten pay grades. The implementation of this will not affect current pay ranking criteria under applicable institutional agreements and will not lead to cost increases. Institutions are urged to make use of the added space in an extended pay table to rethink, concurrently with reviewing institutional agreements, whether a job's pay table level is commensurate with the job content. In particular, it shall be examined whether instead of overtime paid by the hour it is more suitable to pay a monthly salary with the addition of a pay differential pursuant to Article 1.1.3.

Protocol 7
Agreement on affiliation with Starfsmennt, the Educational Training Centre for Public Employees

Parties to this agreement are certain member unions of BSRB¹, along with their negotiating partner at the government, the City of Reykjavík and the Icelandic Association of Local Authorities.

Starfsmennt, the Educational Training Centre for Public Employees, strives to provide robust and varied educational offerings and good service, where the interests of employees and institutions coincide. The Centre works towards this objective by proposing educational activities, by supervising and/or running education and training, by providing advice and guidance, by offering analyses, and by being a strategy setter in the field of good educational services. Educational Training Centre Starfsmennt emphasises assessing educational needs and developing ways to meet varying demands for training and education among both employees and institutions.

The Centre's Board of Directors shall consist of three representatives from the trade unions and three representatives from employers, unless otherwise decided by the contracting parties.²

The Centre's operations shall be funded by a contribution of 0.25% of the total pay of those union members who work for the employers affiliated with the Centre.

Protocol 8

With the merging of state and city hospitals (*Ríkisspítalar* and *Sjúkrahús Reykjavíkur*), it was agreed that employees who were at that time under employment contracts with Sjúkrahús Reykjavíkur would be allowed to keep their union membership unchanged. A group of university-educated employees chose to retain their membership in the Reykjavík's Municipal Employees' Association (*Starfsmannafélag Reykjavíkurborgar*), which has now merged with SFR - Union of Public Servants under the name Sameyki.

The contracting parties have agreed that the most suitable approach is for the pay ranking and wage trends of university-educated employees in the Reykjavík Municipal Employees' Association, now Sameyki, to be comparable to those of the unions of university educated employees to which they would otherwise belong. The employees concerned will therefore be ranked in pay in the relevant BHM pay tables and will over the contractual term receive the same increases prescribed by the relevant collective bargaining agreement.

Because of the above, sections 10 and 11 for university-educated Sameyki employees who were formerly members of the Reykjavík Municipal Employees' Association differ from the corresponding sections of the present collective bargaining agreement, cf. Supporting Document 4.

Memberships in all funds, such as the Family Fund, the Vocational Rehabilitation Fund, and a pension fund (Brú or LSRb), will remain unchanged. The contribution to the vacation fund increases from 0.25% to 0.5%, see Article 4.9.1 in Supporting Document 4.

¹ Sameyki - stéttarfélag í almannaþjónustu, Kjölur - stéttarfélag starfsmanna í almannaðjónustu, Samflot bæjarstarfsmannafélaga, Félag flugmálastarfsmanna ríkisins, Félag starfsmanna Stjórnarráðsins.

² The board comprises representatives of the contracting parties with the government, the City of Reykjavík, and local authorities.

Protocol 9

A new provision in Article 1.1.3 authorises the payment, in addition to a monthly salary, of pay differentials termed “other pay” (*önnur laun*). Pay differentials stem from job-related factors, such as regular overtime or other job-related burdens that are not measurable in terms of time, and may replace the overtime rate provided for in Article 1.5.

The new authorising provision is intended, among other things, to support the changes resulting from a better organisation of working hours. Such pay differentials will not automatically be subject to contractually determined increases pursuant to collective bargaining agreements, which is a way to encourage a dialogue concerning job content between employees and managers.

A change in job content is among the grounds for reviewing pay differentials. As a result, pay differentials may vary from one time to another, as their underlying grounds may vary, both in substance and in extent.

Protocols 2015 No. 3 and 8

The following protocols from the collective bargaining agreement signed on 28 October 2015 shall retain their validity:

Protocol 3

The parties agree to appoint a Steering Committee comprising representatives from the government, from the member unions of BSRB (the Federation of State and Municipal Employees) and from the Association of Directors of Government Institutions, with a view to setting up an *advisory centre/support team* for making institutional agreements in collaboration with the relevant vocational training funds and/or educational training centres. A specialist/specialists in contractual processes for making an institutional agreement shall be hired to manage the project. The support team is to be responsible for education and advice to the joint committees at the institutions, and should as appropriate be involved in the contractual process itself as an external independent adviser. Under the guiding principle of enhancing the quality of public services, the goal is to enhance the quality of the institutional agreement contractual process, to strengthen the role and efficacy of institutional agreements in the functioning of institutions, and to enhance the knowledge of the joint committees. Financing this project will be the responsibility of development funds and lifelong learning funds. The Steering Committee may seek cooperation with further unions.

Protocol 8

The parties concur that employees with relevant university education should not be made to switch unions for the sole reason that their responsibilities and job requirements are changed in such a way that university education becomes required for the jobs in question. If the employee requests unchanged union membership, then the institution's joint committee shall decide on the job's ranking and criteria for ranking in such a way that pay and terms of employment become comparable for the same or comparable jobs at the institution, irrespective of union membership. In this connection, special regard shall be had to the changes effective as of 1st of June 2016 in Section 11 of the collective bargaining agreements of the university unions.

Protocol 2011 No. 5

The following protocol from a collective bargaining agreement signed 29 May 2011 shall retain its validity:

Protocol 5

The parties concur that there is reason to enhance and ensure the entitlement to compensation of employees injured in attending or intervening with people who can only in a limited way or not at all be held responsible for their actions. It is clear that employees who are members of SFR must in many cases associate with and be among people who are not in full command of their faculties or who can be a danger to themselves and others. The job duties of these employees may include intervening and stopping dangerous behaviour on the part of such persons. Situations may arise where this cannot be done unless the employee involved puts themselves at some risk of injury in the course of their duties.

Instances are known where employees have suffered injuries in such cases.

It is furthermore clear that there is an increased likelihood that employees working under such circumstances will be attacked by those they are intended to have in their charge or under their supervision. It is thought right to ensure to these employees a right to compensation for any damage thus suffered.

The parties agree that the traditional definition of an accident in the sense of insurance law and insurance policy terms (an unexpected external event) is not in all cases applicable in the context of the work of the above-mentioned employees. Thus, cases may arise where an employee must knowingly risk their health and life because doing so is an express requirement of their job. In Article 7.1.6 it is therefore proposed that employees be compensated for the damage suffered because of their work in such circumstances. As regards reduced compensation by reason of the employee's own fault, and in other respects concerning the determination of compensation, the general rules of the law of torts shall apply. Article 7.1.6 provides for compensation liability and procedure comparable to that which holds for police officers pursuant to Article 30 of the Police Act (*lögreglulög*).

Supporting Document 1 – Agreement on the elaboration of working hours

The contracting parties concur that reciprocal gains for employees and institutions can be achieved through better working hours. The objective of such changes is to improve workplace culture and the utilisation of working hours, to increase efficiency, enhance service quality, better ensure mutual flexibility, and thus support improved living standards and the harmonisation of family life and work.

By a special agreement of a majority of an institution's employees to adapt working hours to the institution's and its employees' needs, taking into consideration the nature of the functions, organisation and/or other elements that make the institution unique, the workweek may be shortened by up to 4 hours per week, down to as little as 36 active work hours. Concurrently, Article 3.1 of the collective bargaining agreement will become ineffective. The outcome of negotiations may also be that unchanged work arrangements are most suitable, given the above considerations.

Negotiations on the organisation of working hours will proceed between employees and management at each institution/organisational unit separately. Before negotiations begin, a special implementation group comprising representatives of the Personnel Policy Department of the Ministry of Finance and Economic Affairs, the Association of Directors of Government Institutions, and one representative from each of BHM (the Icelandic Confederation of University Graduates), BSRB (the Federation of State and Municipal Employees), and ASÍ (the Icelandic Confederation of Labour) shall prepare guidelines and support materials for use by employees and institutions. This work shall be completed by 1 March 2020, but the implementation group will operate over the term of the collective bargaining agreement.

Institutions differ greatly in their role, their daily operations and the composition of their human resources. This makes it important that better working hours are elaborated in the immediate environment. The Director shall take the initiative in beginning to prepare for the changes and shall after receiving employee suggestions appoint a special working hours group, in accordance with the implementation group's guidelines. The group must reflect the variety of jobs and the varying situations of employees, such as fixed or flexible attendance. During discussions, proposals will be made on the organisation of work and the arrangement of breaks that enable employees to take refreshments. If employees have fixed attendance, a special proposal on the organisation of their working hours shall be put forward. It is expected that the talks will reach a conclusion by 1st of October 2020, and that a new arrangement of working hours will come into effect no later than 1st of January 2021.

Once a conclusion on the organisation of working hours has been reached, the agreement on working hours shall, on the one hand, be put to a vote by those employed by the institution in question, and shall, on the other hand, be endorsed by the ministry concerned or, as appropriate, by the institution's board. Copies of the agreement shall be sent to the Personnel Policy Department of the Ministry of Finance and Economic Affairs and to the umbrella labour organisations.

If no agreement is reached on a changed organisation of working hours, then employee working hours shall be shortened by 13 minutes a day. Any notification of the failure of talks shall be sent to the ministry concerned or, as appropriate, to the institution's board, and also to the Personnel Policy Department of the Ministry of Finance and Economic Affairs and to the relevant umbrella labour organisations. Following notification of the failure of talks, the Personnel Policy Department of the Ministry of Finance and Economic Affairs

will convene the implementation group, the role of which includes assisting the employees and management of institutions in achieving reciprocal gains through a changed organisation of working hours.

Other things being equal, change in the organisation of working hours should neither entail changes in pay nor in institutional payroll costs. Furthermore, such changes are predicated on the premise that the functioning of institutions will not be disrupted and that public services will be of the same or better quality than before.

During the term of the collective bargaining agreement, the implementation group shall regularly conduct measurements of the impact of the changes in working hours on the employees and functioning of institutions. By the end of the contractual term, its parties shall jointly assess the impact of the changes and whether the provisions on working hours as currently set out in the agreement best suit the future organisation and working environment of governmental institutions.

Example of an elaboration of shortened working hours.

I. Traditional meal and refreshment breaks are part of working hours and are therefore not within the employee's control. The arrangement assumes continuity of the workday.

Daily shortening

- Each workday is shortened at its beginning or end, and traditional meal and refreshment breaks are part of working hours.

Example: Working hours 8 -15:12.

Weekly shortening

- Uninterrupted shortening is taken on one working day each week, and traditional meal and refreshment breaks are part of working hours.

Example: The employee works 8-16 four days of the week, but on one day each week the working hours are 8-12.

Shortening every two weeks

- Uninterrupted shortening is taken as one day off every two weeks, and traditional meal and refreshment breaks are part of the workday.

- Example: For nine days, the employee works 8-16 and has the tenth day off.

II. Shortening of work hours by 13 minutes per day or 65 minutes per week. Meal and refreshment breaks do not count as working time as they are within the employee's control to dispose at will.

Daily shortening

- Each workday is shortened at its beginning or end, and traditional meal and refreshment breaks, such as a 35 minute meal break, are not part of the workday.

- Example: Working hours 8:00-15:47.

Weekly shortening

- Uninterrupted shortening is taken on one working day each week, and traditional meal and refreshment breaks such as a 35-minute meal break are not part of the work hours.

- Example: The employee starts working 8-16 four days of the week, but on one day each week the working hours are 8:00-14:55.

Shortening every two weeks

- Uninterrupted shortening is taken as one day off every two weeks, and traditional meal and refreshment breaks such as a 35-minute meal break are not part of the working hours.

- Example: For nine days, the employee works 8-16, but on the tenth day 8-13:50.

Supporting Document 2 – Agreement on the elaboration of shift worker hours

Introduction

The contracting parties concur that reciprocal gains for shift workers and public sector wage payers can be achieved through better working hours.

Changes will be made in work arrangements and wage formation systems for shift work in order to improve the working environment for employees and management and thus meet the call for a better organisation of working hours.

Such system changes aim to promote improved employee health and safety, and to enhance employee opportunities to better harmonise work and private life, so that shift work jobs become more attractive. The changes are also intended to increase staffing stability at governmental and municipal institutions, to reduce overtime and to improve safety and services for the public.

The main changes are that the workweek will be shortened from 40 to 36 working hours and that the wage formation of shift workers will take into account more factors than before. In the new wage determination system the number of shift premium categories will increase and hours worked will be assigned weighting in accordance with the impact on employee health and safety, which can lead to a further shortening of working hours. Further, a special shift incentive that takes account of the variety and number of shifts will be paid. In the opinion of the contracting parties, the above-mentioned changes are furthermore conducive to increased opportunities for shift workers to have a higher percentage of full-time employment than before, thus increasing their income and lifelong earnings.

Premises

In preparation for changed working hours for shift workers, the parties have agreed on the premises on which the system change is predicated. In the absence of other changes, the shortened work requirement for shift workers, from 40 to 36 working hours, will significantly impact the functioning of governmental and municipal institutions, resulting in what is termed a 'staffing gap'. This needs to be addressed, and in the wage payers' cost assessment it is projected that costs for overtime will decrease and that the staffing gap will be met within daytime working hours. On the part of the wage payers, this is a premise on which the implementation of the system changes is predicated.

On the part of the labour organisations, it is a premise that current employees will in the run-up to the implementation of the new shift work arrangements be entitled to increase their percentage of full-time employment to a level reflecting the shortened work requirement before other measures are taken to bridge the staffing gap. Once this is done and while the changes are being implemented, institutions shall endeavour to enable staff to augment their percentage of full-time employment, provided that the institution's functioning and organisation permits this.

To achieve the above objectives and for the premises to hold, instruction and follow-up during the implementation of the changes will mainly emphasise the ability of part-time employees to work the same number of hours as before the change, but in return increasing their percentage of full-time employment. The contracting parties furthermore concur that variable overtime work should only be performed in the event of unexpected and temporary circumstances, such as occasioned by illness, emergency, temporary

pressures or staff shortage. Institutions/municipalities are directed to establish their own more detailed rules concerning overtime and as to when it is appropriate to discuss reviewing the percentage of full-time employment if overtime is regular or foreseen, cf. Article 2.3.6.

It is important to ensure for institutions stability of functioning, staffing and employee working hours. By 15th of January 2021, management shall offer their employees an increase in the percentage of full-time employment to at least a level reflecting the shortening of the workweek. When it has been established whether any, and if so how many, full-time equivalent positions are going unfilled because of the shortened workweek, the Steering Committee shall assess whether the wage payers' cost estimate holds. If costs do not exceed estimates, then the system change shall become effective unamended. If, on the other hand, it is foreseen according to the metrics set out in Appendix II that overtime costs will exceed estimates, the Steering Committee shall address the matter and assess whether any, and if so which, changes are needed to the criteria for overtime premiums under the new shift work system. Overtime 1 shall, however, never be less than 0.85% of monthly pay. Such a decision shall be made no later than three months before the changes come into effect, and managers and unions shall ensure that all shift workers in public service are informed of this. In other respects, monitoring of overtime and other premises of the new shift work system shall proceed according to Appendix II.

The structure and functions of governmental and municipal institutions are varied and heterogeneous. In the event that making the change in shift worker hours and adapting the organisation of work fails to achieve the intended objectives of the new wage formation system, taking into account the institution's nature and functioning, then the Steering Committee of the contracting parties shall address the matter and find a solution so that groups of employees do not enjoy less favourable terms after the change.

Implementation and monitoring

During the term of the collective bargaining agreement, the contracting parties' Steering Committee shall operate. The Committee's role will be to conduct a comprehensive assessment of the project's results, whether its objectives are achieved and if the premises hold. The Steering Committee shall respond if warranted by the suggestions from the implementation groups and the measurement results. The Steering Committee shall also address questions of policy-setting interpretation and issues relating to implementation and the development of the present supporting document.

A special assessment group operating under the aegis of the Steering Committee will have the role of conducting regular measurements, according to metrics decided upon by the parties, of the impact of the system changes on the employees and functioning of the institutions, see Appendix II.

Implementation groups consisting of representatives of the contracting parties will operate over the contractual term. The groups will prepare guidelines and supporting materials for the use of employees, management and other stakeholders. This work shall be completed by 1st of September 2020. The groups shall be responsible for jointly providing instruction, advice and monitoring, and shall provide support to management and employees during the contractual term. The implementation groups shall compile suggestions and questions to be resolved concerning the progress of the changes, and shall bring these to the attention of the Steering Committee. The changes shall take effect on 1st of May 2021.

By the end of the contractual term, the parties shall jointly assess the impact of the changes

and whether the collective bargaining agreement provisions below, as currently set out, best suit the future organisation and working environment of governmental and municipal institutions.

Accompanying the present supporting document are two appendices addressing in more detail the implementation and monitoring of the system changes, along with objectives and metrics.

Contractual provisions on shift work in effect during the contractual term

When an institution, [having received confirmation from the appropriate ministry/local authority/division], begins the implementation of better working hours in accordance with the present supporting document, the following changes will be made to articles of the collective bargaining agreement of 1st of May 2021, and will be in effect over the contractual term. Concurrently, new articles will come into effect and others will become ineffective during the contractual term, cf. the following.

Article numbers and references are based on the edited Collective Bargaining Agreement between SFR – Union of Public Servants and the Minister of Finance and Economic Affairs in effect as of 1st of October 2015.

Articles currently in effect have a grey background and new articles replacing them have no background.

1.6 Premium payment rates - shift premiums

1.6.1 The shift premium shall be calculated based on the daytime rate, cf. Article 1.4.1. The shift premium shall be:

33.33%	17:00 - 24:00 Monday - Thursday
55.00%	17:00 - 24:00 Friday
55.00%	00:00 - 08:00 Monday to Friday
55.00%	00:00 - 24:00 Saturday, Sunday and public holidays
90.00%	00:00 - 24:00 on major public holidays, cf. Article 2.1.4.3.

Partial hours shall be paid pro rata.

1.6.2 Payment for standby shifts shall be calculated based on the daytime rate, cf. Article 1.4.1, as follows:

33.33%	17:00 - 24:00 Monday - Thursday
45.00%	17:00 - 24:00 Friday
45.00%	00:00 - 08:00 Monday
33.33%	00:00 - 08:00 Tuesday - Friday
45.00%	00:00 - 24:00 Saturday, Sunday and public holidays
90.00%	00:00 - 24:00 on major public holidays, cf. Article 2.1.4.3.

Partial hours shall be paid pro rata. Articles 2.3.3.1 and 2.3.3.2 shall apply to payment for call-outs during a standby shift.

1.6 Premium payment rates - shift premiums

1.6.1 The shift premium (shift differential) shall be calculated based on the daytime rate, cf. Article

1.4.1. The shift premium shall be:

33.33% 17:00 - 24:00 Monday - Thursday
55.00% 17:00 - 24:00 Friday
65.00% 00:00 - 08:00 Tuesday - Friday
55.00% 08:00 - 24:00 Saturday, Sunday and public holidays 75.00%
00:00 - 08:00 Saturday, Sunday, Monday and public holidays
90.00% 00:00 - 24:00 on major public holidays, cf. Article 2.1.4.3, with the exception that between 16:00 - 24:00 on Christmas Eve and New Year's Eve and 00:00 - 08:00 on Christmas Day and New Year's Day the premium shall be 120.00%.

Partial hours shall be paid pro rata.

1.6.2 Payment for standby shifts shall be calculated based on the daytime rate, cf. Article 1.4.1, as follows:

33.33% 17:00 - 24:00 Monday - Thursday
45.00% 17:00 - 24:00 Friday
45.00% 00:00 - 08:00 Monday
33.33% 00:00 - 08:00 Tuesday - Friday
45.00% 00:00 - 24:00 Saturday, Sunday and public holidays
90.00% 00:00 - 24:00 on major public holidays, cf. Article 2.1.4.3, with the exception that between 16:00 - 24:00 on Christmas Eve and New Year's Eve and 00:00 - 08:00 on Christmas Day and New Year's Day the premium shall be 120.00%.

Partial hours shall be paid pro rata. Articles 2.3.3.1 and 2.3.3.2 shall apply to payment for call-outs during a standby shift.

2.3.6 Uninterrupted regular work for one month or more within the limits of daytime work, up to a full-time work requirement, shall be paid as a calculated proportion of monthly pay, provided that the employee was informed of this before the work began.

2.3.6. For daytime workers, regular work within the limits of daytime work for one month or more, up to a full-time work requirement, shall be paid as a proportion of monthly pay, provided that the employee was informed of this before the work began. The same shall apply to the regular work of shift workers, given the same conditions, irrespective of the time of day or night when the work is performed.

Institutions are directed to establish their own more detailed rules on overtime and as to when it is appropriate to discuss reviewing the percentage of full-time employment where overtime is regular or foreseen.

2.5.2 Employees shall be entitled to leave in lieu of payment of a premium for a standby shift. 20 minutes off are equivalent to a 33.33% shift premium, 27 minutes off are equivalent to a 45% shift premium, 54 minutes off are equivalent to a 90% shift premium.

2.5.2 Employees shall be entitled to leave in lieu of payment of a premium for a standby shift. 20 minutes off are equivalent to a 33.33% shift premium, 27 minutes off are equivalent to a 45% shift premium, 54 minutes off are equivalent to a 90% shift premium, and 72 minutes off are equivalent to a 120% premium.

2.5.4 For regular standby shifts organised year round, leave corresponding to at most 80 hours for every 1200 standby hours shall be granted. This leave shall be granted in proportion to the percentage of full-time employment and the period of employment.

Transitional Provision: Employees who had more leave before the agreement of 1 April 1997 came into effect, up to 96 work duty hours for every 1440 hours, shall retain this while uninterruptedly employed.

2.5.4 For regular standby shifts organised year round, leave corresponding to at most 80 hours for every 1200 standby hours shall be granted. This leave shall be granted in proportion to the percentage of full-time employment and the period of employment.

Because of the provisions of Article 2.5.4, the maximum standby shift leave is 80 hours even when standby hours exceed 1200. Efforts shall be made for standby shift leave to be taken concurrently with its accrual, and as soon as possible.

Transitional Provision: Employees who had more leave before the agreement of 1 April 1997 came into effect, up to 96 work duty hours for every 1440 hours, shall retain this while uninterruptedly employed.

2.6.1 Those who work on regular shifts shall receive a premium for work performed outside of the normal daytime working hours set out in Article 2.2.1.

2.6.1 Those who work on regular shifts shall receive a premium for work performed outside of the normal daytime working hours set out in Article 2.2.1.

Those who work on regular shifts shall be deemed to be shift workers. Shift workers shall be deemed to be those whose work requirement is allocated according to a predetermined arrangement where a worker works on varied shifts over a specific period measured in days or weeks, so that their weekly days off move around even though the weekly number of working hours remain the same.

2.6.2 Where work is done on regular shifts, a shift schedule showing each employee's planned work hours shall be posted a month before the first scheduled shift begins, unless an agreement on shorter notice has been made with the employees. If the shift schedule is changed with shorter notice than 24 hours, employees affected shall be paid for an additional 3 hours of overtime. If the notice is 24-168 hours (one week), 2 hours of overtime shall be paid.

This only applies to a change in a scheduled shift and not to an extra shift.

If an employee takes a shift beyond their work requirement with less notice than 24 hours during the period of 17:00-24:00 on Fridays, 24:00-08:00 Monday through Friday, 00:00 - 24:00 Saturday, Sunday and public holidays, cf. Article 2.1.4.2, then 2 hours of overtime shall be paid based on an 8-hour shift and proportionally for longer or shorter shifts.

2.6.2 Where work is done on regular shifts, a shift schedule showing each employee's planned work hours shall be posted six weeks before it goes into effect. A final shift schedule shall be posted one month before the first scheduled shift starts, unless an agreement on a shorter period of notice has

been made with the employee.

If an institution's functioning requires a shift schedule change, this shall be done with the employee's consent. At each pay grade and step, employees affected shall be paid a schedule change penalty of 2% of the monthly pay if the shift schedule is changed with shorter notice than 24 hours. At each pay grade and step, a schedule change penalty of 1.3% of the monthly pay shall be paid if the notice is 24-168 hours (one week). This only applies to a change in a scheduled shift and not to an extra shift.

If an employee takes a shift beyond their work requirement with less notice than 24 hours during the period of 17:00-24:00 on Fridays, 24:00-08:00 Monday through Friday, 00:00 - 24:00 Saturday, Sunday and public holidays, cf. Article 2.1.4.2, then at each pay grade and step a schedule change penalty of 1.3% of the monthly pay shall be paid based on an 8-hour shift and proportionally for longer or shorter shifts.

2.6.7 An employee who works on regular shifts organised every day of the year can instead of payment pursuant to Article 2.3.2 receive leave at their unreduced fixed pay rate for 88 work duty hours per annum based on full-time employment for a complete year. Work that falls on public holidays, see above, shall furthermore be paid at a premium pursuant to Article 1.6.1 if this option is chosen.

The leave shall accrue on a calendar year basis. Employees wishing to request a change in their choice between leave and payment shall notify the institution of this in writing before 1 December of the preceding year.

By regular shifts are meant shifts organised every day of the year including public holidays.

2.6.7 The annual work requirement for shift workers who work regular shifts shall normally be the same as for daytime workers. The work requirement for shift workers shall therefore be reduced, based on full-time employment, by 7.2 work duty hours for public holidays, see Article 2.1.4.2, that fall on Monday through Friday except for Christmas Eve and New Year's Eve, each of which shall correspond to 3.6 hours based on full-time employment. The reduction in the required number of reported work hours because of public holidays shall normally be used within the shift schedule period. An employee who wishes to carry forward reportable hours resulting from public holidays must notify their superior before the posting of the shift schedule for the period during which the accrual occurs. The superior shall be obliged to accede to the employee's requests, provided that this is practicable in view of the institution's functioning. Work falling on public holidays shall furthermore be paid at a premium pursuant to Article 1.6.1.

By regular shifts are meant shifts organised every day including public holidays. In cases where an institution is closed on a public holiday, an employee whose shift falls on that day under an organised shift schedule shall receive leave corresponding to the shift instead of a reduced work requirement, the shift's duration having been taken into account.

2.6.9 Shift workers do not have designated meal or refreshment breaks. The workers may, however, consume food and refreshments while working on their shift if the work permits. Because of this limitation, 25 minutes at the overtime rate shall be paid for each shift, irrespective of the shift's duration.

2.6.9 Shift workers do not have designated meal or refreshment breaks. The workers

may, however, consume food and refreshments while working on their shift if this the work permits.

12.2.6 During the first week of absence by reason of illness or accident or the period of time corresponding to the employee's weekly work requirement, payment shall in addition to their monthly pay pursuant to Article 1.1.1 of the Collective Bargaining Agreement include any fixed payments, such as for overtime, shift work, on-call duty, inconvenience, and payment for working hour gaps, provided that these are for working hours determined in advance in accordance with regular shifts or the employee's regular work that is of more than 12 months standing or is intended to be ongoing at least that long. In the case of a teacher's illness, payment shall be made according to the schedule in effect currently or the one most recently in effect, based on the beginning of the illness.

12.2.6 During the first week of absence by reason of illness or accident or the period of time corresponding to the employee's weekly work requirement, payment shall in addition to their monthly pay pursuant to Article 1.1.1 of the collective bargaining agreement include any fixed payments, such as for overtime, shift incentive, shift work, on-call duty, inconvenience, and payment for working hour gaps, provided that these are for working hours determined in advance in accordance with regular shifts or the employee's regular work that is of more than 12 months standing or is intended to be ongoing at least that long. In the case of a teacher's illness, payment shall be made according to the schedule in effect currently or the one most recently in effect, based on the beginning of the illness.

12.2.7 After the first week of absence by reason of illness or accident or the period of time corresponding to the employee's weekly work requirement, the employee shall in addition to pay received under Article 12.2.6 receive the average of the overtime hours received over the most recent 12 monthly overtime settlement periods or the most recent 12 full calendar months. In calculating overtime hours under the present article, any overtime hours that have been paid pursuant to Article 12.2.6 shall be excluded.

12.2.7 After the first week of absence because of illness or the period of time corresponding to the employee's weekly work requirement, the employee shall in addition to pay received under Article 12.2.6 receive the average of the overtime hours and any schedule change penalties under Article 2.6.2 received over the most recent 12 monthly overtime settlement periods or 12 the most recent full calendar months.

In calculating overtime hours under the present article, any overtime hours that have been paid pursuant to Article 12.2.6 shall be excluded.

[Where applicable, the second paragraph shall remain unchanged.]

As of 1st of May 2021, the following articles will become ineffective:

2.6.8 Shift workers who do not use or who lack the option provided for in Article 2.6.7 shall be entitled to the following manner of settlement:

An overtime rate pursuant to Article 1.5.1 shall be paid in accordance with the shift schedule for work on public holidays, and on major public holidays pursuant to Article 1.5.2, yet never less than 8 hours for a marked working day based on full-time employment.

Each day that is not marked as a working day on the shift schedule and falls on a public holiday other than a Saturday or a Sunday (with the exception of

the Saturday before Easter) shall be compensated by the payment of 8 hours at the overtime rate set out in Article 1.5.1 based on full-time employment, or by another day off.

~~The days listed in Articles 2.1.4.2 and 2.1.4.3 shall be compensated by 8 hours with the exception of Christmas Eve and New Year's Eve, which shall be compensated by 4 hours, based on full-time employment.~~

2.6.10 If shift workers work overtime or stand an extra shift, then an additional 12 minutes shall be paid for each full hour worked, unless the employee takes meal and refreshment breaks during the shift. These meal and refreshment breaks shall then count as working time, up to 12 minutes for each hour worked.

In settling overtime all extra hours in a given settlement period, e.g. a month, shall be added together and 12 minutes calculated for each full hour of the resulting sum.

On 1 May 2021, the following articles shall take effect:

2.6.8 Weighting of a work duty hour for shift workers

A shift worker's hours required by an organised shift schedule outside of the limits of daytime work and within the required number of work hours shall be assigned unequal weighting in the payroll calculation. A work duty hour paid at a 33.33% and 55% shift premium pursuant to Article 1.6.1 shall be assigned a weighting of 1.05, so that each 60 minutes count as 63 minutes.

A work hour paid at a 65% and 75% shift premium pursuant to Article 1.6.1 shall be assigned a weighting of 1.2, so that each 60 minutes count as 72 minutes. Notwithstanding the above, a full-time employee shall normally never report fewer than 32 work hours per week (averaged over a pay period), and proportionally based on the period of employment and percentage of full-time employment.

2.6.10 Shift incentive

Employees who do shift work and meet the conditions of the present article shall be paid a shift incentive as follows.

A shift incentive shall be paid as a percentage of monthly pay because of the number and variety of shifts scheduled over a pay period within the required number of work hours. The minimum number of work duty hours in each pay period outside of the limits of daytime working hours (at a 33.33%, 55%, 65% and 75% premium) shall be 42 work duty hours. Shifts are classified into four types: daytime shifts, evening shifts (33.33% shift premium), night shifts on business days (65% shift premium) and weekend shifts (55% or 75% shift premium). Furthermore, the minimum number of work duty hours of each shift type shall be 15 work duty hours. To qualify for the shift incentive an employee needs to work two to four types of shifts, 14 or more times.

The shift incentive percentage shall be in accordance with the following table.

Number of shifts	Types of shift			
	1	2	3	4
19		10.0%	12.5%	12.5%
18		7.5%	10.0%	12.5%
17		7.5%	7.5%	12.5%
16		2.5%	7.5%	10.0%
15		2.5%	2.5%	7.5%
14			2.5%	7.5%

During the contractual term the following shall hold for shift work:

X Hourly rate for daytime work

x At each pay grade and step, the daytime hourly rate shall be 0.632% of the monthly pay.

Y Overtime

y Overtime shall be paid by the hour at one of two rates, Overtime 1 and Overtime 2. At each pay grade and step, the hourly rate for Overtime 1 shall be 0.9385% of the monthly pay, while the hourly rate for Overtime 2 shall be 1.0385% of the monthly pay.

Payment for overtime shall be as follows:

Overtime 1 08:00 - 17:00 Monday – Friday.

Overtime 2 17:00 - 08:00 Monday – Friday.

Overtime 2 00:00 - 24:00 Saturday, Sunday and public holidays.

The hourly rate for Overtime 2 shall also be paid for work in excess of 38.92 hours per week (168.63 hours based on an average month).

Appendix I - Implementation and monitoring

Implementation at institutions/workplaces

The changes shall take effect in their entirety as of 1st of May 2021. For their success, it is important that their preparation commence in a timely manner. The ministry/local authority/division shall take the initiative in implementing changes, and shall contact those institutions covered by the changes once the results of voting on the collective bargaining agreement are in. At that point, reform talks will be initiated between management and employees at institutions/workplaces, the goals of the system change will be presented, instruction will be provided in accordance with an implementation group's guidelines, and an implementation plan will be made at each workplace. Preparations shall be completed and a proposal for the implementation of system change shall be available no later than 1 February 2021. Once the reform talks have reached a conclusion, the result shall be sent to the appropriate ministry/local authority/division head for endorsement. A copy shall also be sent to the Ministry of Finance and Economic Affairs/the Icelandic Association of Local Authorities/the labour affairs office of the City of Reykjavík, which shall present the results to the implementation group. The implementation contracting parties' implementation groups will be in place to support the implementation.

A Steering Committee will be responsible for the implementation and monitoring of the tasks in Supporting Document 2. The Committee's role will be to conduct a comprehensive assessment of the project's results, whether its objectives are achieved and if the premises hold. If warranted by the suggestions from the implementation groups and the measurement results, the Steering Committee shall respond. The Steering Committee shall:

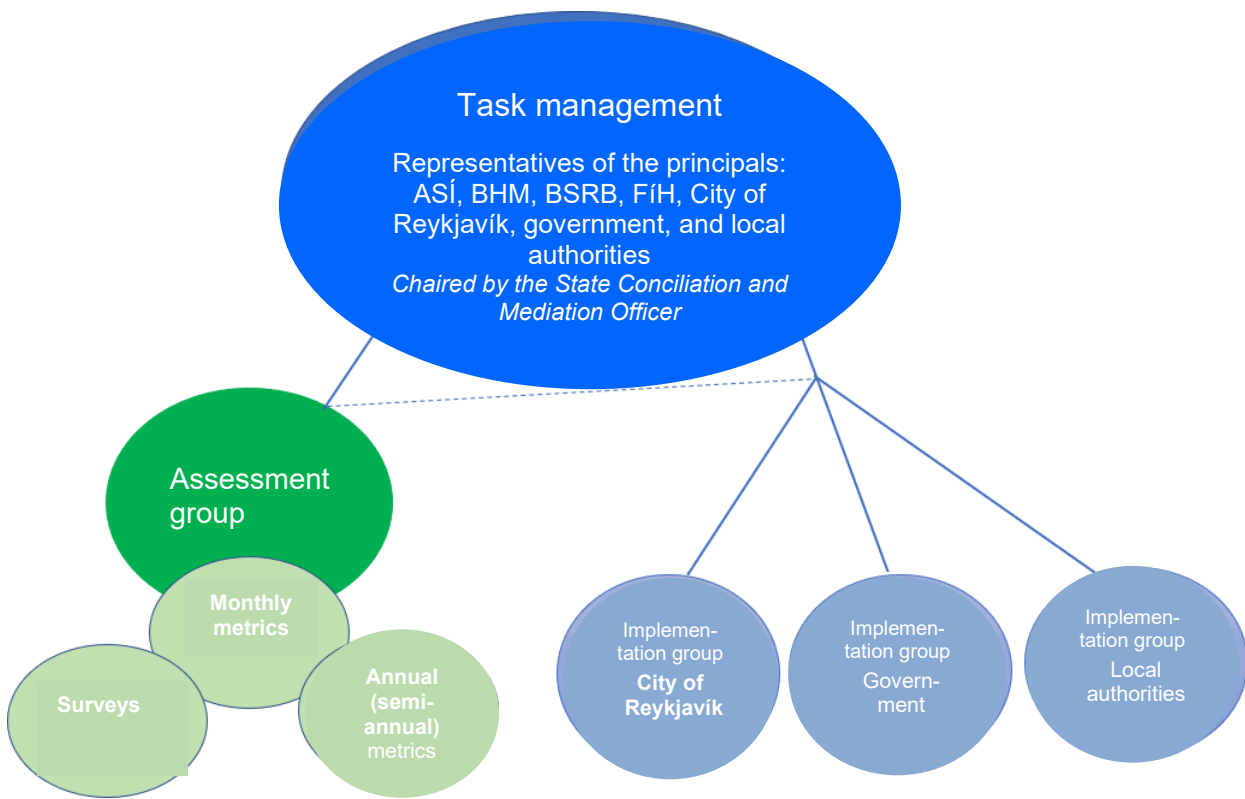
- Address questions of policy-setting interpretation and issues relating to the implementation and development of the system change.
- Issue recommendations on improvements to ensure the system's functionality.
- Resolve any disputes on the system's implementation with the involvement of the [ministry/local authority/division] concerned as appropriate.
- If monthly key metrics reach a warning level, the following shall be done, as appropriate and depending on severity:
 - Map the problem and ensure appropriate instruction and monitoring.
 - Provide recommendations, further guidelines and support.
 - Open discussions on the system's functionality.
 - If the objectives and premises of the changes prove unreachable, then negotiations on potential system changes shall be opened under the supervision of the State Conciliation and Mediation Officer.

If making the change in shift worker hours and adapting the organisation of work fails to achieve the intended objectives of the new wage formation system, taking into account the institution's nature and functioning, then the Steering Committee of the contracting parties shall specifically address finding a solution so that groups of employees do not enjoy less favourable terms after the change. The Steering Committee shall also address and assess whether changes need to be made to the overtime premium in line with the premises of Supporting Document 2.

The Steering Committee comprises representatives from the Ministry of Finance and Economic Affairs, the Icelandic Association of Local Authorities, the City of Reykjavík, ASÍ (the Icelandic Confederation of Labour), BHM (the Icelandic Confederation of University

Graduates), BSRB (the Federation of State and Municipal Employees) and Fíh (the Icelandic Nurses' Association). The Committee shall establish its own operational and procedural rules. The Steering Committee shall normally meet on a monthly basis during the implementation period. The Office of the State Conciliation and Mediation Officer shall be responsible for convening Committee meetings, and shall chair the meetings in consultation with the contracting parties.

The preparation and implementation of changes to shift worker working hours will proceed in several stages. As soon as voting on the collective bargaining agreement is completed, the Steering Committee shall be appointed. A meeting shall then be held between the Steering Committee and the principal representatives of the ministries/municipalities/departments that will be responsible for the implementation at individual institutions. The Steering Committee shall appoint the assessment group and the implementation groups as soon as possible once the results of voting on the collective bargaining agreement are in.



There are three **implementation groups**. These comprise representatives of the wage payers (the Ministry of Finance and Economic Affairs/the negotiating committee of the Icelandic Association of Local Authorities/the City of Reykjavík) and of BSRB, BHM, ASÍ and Fíh. The groups shall establish their own operational and procedural rules, endorsed by the Steering Committee.

The groups will prepare guidelines and supporting materials for employees, management, and other stakeholders. This work shall be completed by 1st of September 2020. The groups are jointly responsible for providing instruction, promotional materials, a web page, advice and support for the implementation and monitoring of the changes in shift work for

employees, management and union representatives.

The implementation groups shall compile suggestions and questions to be resolved concerning the progress of the changes, and shall bring these to the attention of the Steering Committee. The implementation groups may call for analyses from the assessment group. The implementation groups are to provide the Steering Committee with regular reports on implementation and monitoring. Wage payers are responsible for calling meetings of the groups, at least monthly unless otherwise decided.

The **assessment group** comprises representatives/specialists nominated by the Steering Committee, on behalf of which the group operates. The assessment group shall gather the data needed to assess the progress of the project. The contracting parties undertake to obtain any data necessary for the assessment group to be able to carry out its role. The group will compile, analyse and summarise the results of key observed metrics, audits and questionnaire surveys, and will provide regular reports to the Steering Committee.

Measurements shall be conducted on a monthly basis or at regular intervals of 3-12 months, cf. Appendix II. The assessment group is authorised to call in external assistance.

The groups will be active through the contractual term while the implementation and monitoring of the changes is taking place.

Appendix II – Objectives and metrics

The contracting parties concur that reciprocal gains for shift workers and public sector employers can be achieved through better working hours. The objective of the changes is to improve the working environment and wage formation of shift workers, guided by the following:

- Shortening the workweek
- Increasing safety for employees and clients
- Making shift work more attractive
- Better harmonising work and private life
- Better aligning hours and pay with shift work volume and the value of active work time
- Improving the mental, physical and social health of employees
- Improving the working environment
- Increasing staffing stability
- Equalising labour market status irrespective of gender
- Reducing the need and incentives for overtime
- Increasing efficiency in the use of funds
- Improving the quality of public services

Over the contractual term, regular measurements will be conducted in order to assess the impact of the system changes on the employees and functioning of institutions. The measurements shall be conducted monthly or at regular 3-12 month intervals, variously by the use of information from payroll or human resources systems, through questionnaire surveys, or by other means. Measurements shall begin six months before the changes take effect. If individual key measures deviate from the objectives or reach a defined warning level, the Steering Committee shall address the matter and determine appropriate responses and measures in accordance with the premises and objectives of the system changes, cf. Appendix I.

Monthly metrics

Wage payers shall deliver key metrics to the assessment group on a monthly basis according to the following table.

KEY METRICS
Monthly metrics that take account of the system as a whole
More detailed analysis: Institutions/workplaces, union, full-time employment

Metric	Explanation / comments	Objective	Warning
Total payroll costs	As per the result of the governmental total cost estimate model compared with current status	Increase by 7.1% +/- 0.5 percentage points over the objective	
Average full-time employment percentage	Examine change between months, for the same month between years, and over the past 12 months	Increase by 12 percentage points	<10 percentage points
Shift incentive	In the cost estimate (total model) the shift incentive is 4.9% of total payroll cost.	Shift incentive 5% of total payroll cost	Shift incentive <3% or >7% of total payroll cost
Ratio of (variable performed) overtime to total payroll cost	Ratio of (variable performed) overtime to total payroll cost is 12.5% In the total cost estimate, active performed overtime is assumed to decrease by 5%	Decreases by 5%	Unchanged/increases
Composition of work hours performed Ratio of work duty hours to total number of work hours Ratio of overtime hours to total number of work hours	More detailed analysis of each factor: Average full-time employment percentage and the ratio of variable performed overtime to total payroll cost	Increases Decreases	Unchanged/decreases Unchanged/increases

Metrics are based on figures from a single wage payer, the Icelandic State. It is important that an initial analysis be made of key metrics for the City of Reykjavik and other local authorities before the adoption of the new system. At that point it may become necessary to adapt the objectives of the metrics to those analyses.

Audits and questionnaire surveys / Institution of the Year

Questionnaire surveys shall be conducted at least once yearly. They shall reach the employees and management of the institutions/workplaces covered by the system change. The surveys shall be conducted by entities with specialised knowledge in the field of questionnaire surveys, with the agreement and in consultation with the assessment group. Audits and questionnaires shall be used to assess whether the above guiding principles, premises and objectives for the system change have been met.

Supporting Document 3 – Pay tables

Supporting Document with the Collective Bargaining Agreement between Sameyki - Union of Public Servants and the Minister of Finance and Economic Affairs p.p. the National Treasury dated 9th of March 2020. Pay tables effective during the contractual term

Pay table effective as of 1st of April 2019

	0	1	2	3	4	5	6	7	8
01	283,775	290,869	297,964	305,058	312,153	319,247	326,341	333,436	340,530
02	290,362	297,621	304,880	312,139	319,398	326,657	333,916	341,175	348,434
03	297,113	304,541	311,969	319,396	326,824	334,252	341,680	349,108	356,536
04	304,031	311,632	319,233	326,833	334,434	342,035	349,636	357,236	364,837
05	311,118	318,896	326,674	334,452	342,230	350,008	357,786	365,564	373,342
06	318,382	326,342	334,301	342,261	350,220	358,180	366,139	374,099	382,058
07	325,825	333,971	342,116	350,262	358,408	366,553	374,699	382,844	390,990
08	333,451	341,787	350,124	358,460	366,796	375,132	383,469	391,805	400,141
09	341,266	349,798	358,329	366,861	375,393	383,924	392,456	400,988	409,519
10	349,274	358,006	366,738	375,470	384,201	392,933	401,665	410,397	419,129
11	357,479	366,416	375,353	384,290	393,227	402,164	411,101	420,038	428,975
12	365,887	375,034	384,181	393,329	402,476	411,623	420,770	429,917	439,064
13	374,503	383,866	393,228	402,591	411,953	421,316	430,678	440,041	449,404
14	383,332	392,915	402,499	412,082	421,665	431,249	440,832	450,415	459,998
15	392,378	402,187	411,997	421,806	431,616	441,425	451,235	461,044	470,854
16	401,648	411,689	421,730	431,772	441,813	451,854	461,895	471,936	481,978
17	411,147	421,426	431,704	441,983	452,262	462,540	472,819	483,098	493,376
18	420,881	431,403	441,925	452,447	462,969	473,491	484,013	494,535	505,057
19	430,855	441,626	452,398	463,169	473,941	484,712	495,483	506,255	517,026
20	441,075	452,102	463,129	474,156	485,183	496,209	507,236	518,263	529,290
21	451,548	462,837	474,125	485,414	496,703	507,992	519,280	530,569	541,858
22	462,278	473,835	485,392	496,949	508,506	520,063	531,620	543,177	554,734
23	473,274	485,106	496,938	508,770	520,601	532,433	544,265	556,097	567,929
24	484,543	496,657	508,770	520,884	532,997	545,111	557,224	569,338	581,452
25	496,088	508,490	520,892	533,295	545,697	558,099	570,501	582,903	595,306
26	507,920	520,618	533,316	546,014	558,712	571,410	584,108	596,806	609,504
27	520,043	533,044	546,045	559,046	572,047	585,048	598,049	611,051	624,052
28	532,466	545,778	559,089	572,401	585,713	599,024	612,336	625,648	638,959
29	545,195	558,825	572,455	586,085	599,715	613,344	626,974	640,604	654,234
30	558,239	572,195	586,151	600,107	614,063	628,019	641,975	655,931	669,887
31	571,605	585,895	600,185	614,475	628,766	643,056	657,346	671,636	685,926
32	585,301	599,934	614,566	629,199	643,831	658,464	673,096	687,729	702,361
33	599,335	614,318	629,302	644,285	659,269	674,252	689,235	704,219	719,202
34	613,716	629,059	644,402	659,745	675,088	690,431	705,773	721,116	736,459
35	628,452	644,163	659,875	675,586	691,297	707,009	722,720	738,431	754,142
36	643,552	659,641	675,730	691,818	707,907	723,996	740,085	756,174	772,262
37	659,024	675,500	691,975	708,451	724,926	741,402	757,878	774,353	790,829
38	674,880	691,752	708,624	725,496	742,368	759,240	776,112	792,984	809,856
39	691,126	708,404	725,682	742,960	760,239	777,517	794,795	812,073	829,351
40	707,774	725,468	743,163	760,857	778,551	796,246	813,940	831,634	849,329
41	724,832	742,953	761,074	779,194	797,315	815,436	833,557	851,678	869,798
42	742,312	760,870	779,428	797,985	816,543	835,101	853,659	872,217	890,774
43	760,224	779,230	798,235	817,241	836,246	855,252	874,258	893,263	912,269
44	778,577	798,041	817,506	836,970	856,435	875,899	895,364	914,828	934,292
45	797,385	817,320	837,254	857,189	877,124	897,058	916,993	936,927	956,862
46	816,656	837,072	857,489	877,905	898,322	918,738	939,154	959,571	979,987
47	836,405	857,315	878,225	899,135	920,046	940,956	961,866	982,776	1,003,686
48	856,639	878,055	899,471	920,887	942,303	963,719	985,135	1,006,551	1,027,967
49	877,374	899,308	921,243	943,177	965,111	987,046	1,008,980	1,030,914	1,052,849
50	898,621	921,087	943,552	966,018	988,483	1,010,949	1,033,414	1,055,880	1,078,345
51	920,393	943,403	966,413	989,422	1,012,432	1,035,442	1,058,452	1,081,462	1,104,472

Pay table effective as of 1st of April 2020

	0	1	2	3	4	5	6	7	8
01	307,775	315,469	323,164	330,858	338,553	346,247	353,941	361,636	369,330
02	314,362	322,221	330,080	337,939	345,798	353,657	361,516	369,375	377,234
03	321,113	329,141	337,169	345,196	353,224	361,252	369,280	377,308	385,336
04	328,031	336,232	344,433	352,633	360,834	369,035	377,236	385,436	393,637
05	335,118	343,496	351,874	360,252	368,630	377,008	385,386	393,764	402,142
06	342,382	350,942	359,501	368,061	376,620	385,180	393,739	402,299	410,858
07	349,825	358,571	367,316	376,062	384,808	393,553	402,299	411,044	419,790
08	357,451	366,387	375,324	384,260	393,196	402,132	411,069	420,005	428,941
09	365,266	374,398	383,529	392,661	401,793	410,924	420,056	429,188	438,319
10	373,274	382,606	391,938	401,270	410,601	419,933	429,265	438,597	447,929
11	381,479	391,016	400,553	410,090	419,627	429,164	438,701	448,238	457,775
12	389,887	399,634	409,381	419,129	428,876	438,623	448,370	458,117	467,864
13	398,503	408,466	418,428	428,391	438,353	448,316	458,278	468,241	478,204
14	407,332	417,515	427,699	437,882	448,065	458,249	468,432	478,615	488,798
15	416,378	426,787	437,197	447,606	458,016	468,425	478,835	489,244	499,654
16	424,848	435,469	446,090	456,712	467,333	477,954	488,575	499,196	509,818
17	433,547	444,386	455,224	466,063	476,902	487,740	498,579	509,418	520,256
18	442,481	453,543	464,605	475,667	486,729	497,791	508,853	519,915	530,977
19	451,655	462,946	474,238	485,529	496,821	508,112	519,403	530,695	541,986
20	461,075	472,602	484,129	495,656	507,183	518,709	530,236	541,763	553,290
21	470,748	482,517	494,285	506,054	517,823	529,592	541,360	553,129	564,898
22	480,678	492,695	504,712	516,729	528,746	540,763	552,780	564,797	576,814
23	491,274	503,556	515,838	528,120	540,401	552,683	564,965	577,247	589,529
24	502,543	515,107	527,670	540,234	552,797	565,361	577,924	590,488	603,052
25	514,088	526,940	539,792	552,645	565,497	578,349	591,201	604,053	616,906
26	525,920	539,068	552,216	565,364	578,512	591,660	604,808	617,956	631,104
27	538,043	551,494	564,945	578,396	591,847	605,298	618,749	632,201	645,652
28	550,466	564,228	577,989	591,751	605,513	619,274	633,036	646,798	660,559
29	563,195	577,275	591,355	605,435	619,515	633,594	647,674	661,754	675,834
30	576,239	590,645	605,051	619,457	633,863	648,269	662,675	677,081	691,487
31	590,467	605,229	619,990	634,752	649,514	664,275	679,037	693,799	708,560
32	605,046	620,173	635,299	650,425	665,551	680,677	695,803	710,930	726,056
33	619,986	635,485	650,985	666,485	681,984	697,484	712,984	728,483	743,983
34	635,294	651,176	667,059	682,941	698,823	714,706	730,588	746,470	762,353
35	650,980	667,255	683,529	699,804	716,078	732,353	748,627	764,902	781,176
36	667,054	683,730	700,406	717,083	733,759	750,435	767,112	783,788	800,464
37	683,524	700,612	717,700	734,788	751,876	768,964	786,053	803,141	820,229
38	700,401	717,911	735,421	752,931	770,441	787,951	805,461	822,971	840,481
39	717,695	735,637	753,580	771,522	789,464	807,407	825,349	843,291	861,234
40	735,416	753,801	772,186	790,572	808,957	827,342	845,728	864,113	882,499
41	753,574	772,413	791,253	810,092	828,931	847,771	866,610	885,449	904,289
42	772,180	791,485	810,790	830,094	849,399	868,703	888,008	907,312	926,617
43	791,247	811,028	830,809	850,590	870,371	890,152	909,934	929,715	949,496
44	810,783	831,053	851,323	871,592	891,862	912,131	932,401	952,671	972,940
45	830,803	851,573	872,343	893,113	913,883	934,653	955,423	976,193	996,963
46	851,316	872,599	893,882	915,165	936,448	957,731	979,014	1,000,296	1,021,579
47	872,336	894,145	915,953	937,761	959,570	981,378	1,003,187	1,024,995	1,046,803
48	893,875	916,222	938,569	960,916	983,263	1,005,610	1,027,957	1,050,303	1,072,650
49	915,946	938,845	961,743	984,642	1,007,541	1,030,439	1,053,338	1,076,237	1,099,135
50	938,562	962,026	985,490	1,008,954	1,032,418	1,055,882	1,079,346	1,102,810	1,126,274
51	961,736	985,780	1,009,823	1,033,866	1,057,910	1,081,953	1,105,997	1,130,040	1,154,083
52	985,483	1,010,120	1,034,757	1,059,394	1,084,031	1,108,668	1,133,305	1,157,942	1,182,579
53	1,009,815	1,035,061	1,060,306	1,085,552	1,110,797	1,136,042	1,161,288	1,186,533	1,211,778
54	1,034,749	1,060,618	1,086,486	1,112,355	1,138,224	1,164,093	1,189,961	1,215,830	1,241,699

Pay table effective as of 1st of January 2021

	0	1	2	3	4	5	6	7	8
01	331,775	340,069	348,364	356,658	364,953	373,247	381,541	389,836	398,130
02	338,362	346,821	355,280	363,739	372,198	380,657	389,116	397,575	406,034
03	345,113	353,741	362,369	370,996	379,624	388,252	396,880	405,508	414,136
04	352,031	360,832	369,633	378,433	387,234	396,035	404,836	413,636	422,437
05	359,118	368,096	377,074	386,052	395,030	404,008	412,986	421,964	430,942
06	366,382	375,542	384,701	393,861	403,020	412,180	421,339	430,499	439,658
07	373,825	383,171	392,516	401,862	411,208	420,553	429,899	439,244	448,590
08	381,451	390,987	400,524	410,060	419,596	429,132	438,669	448,205	457,741
09	389,266	398,998	408,729	418,461	428,193	437,924	447,656	457,388	467,119
10	397,274	407,206	417,138	427,070	437,001	446,933	456,865	466,797	476,729
11	405,479	415,616	425,753	435,890	446,027	456,164	466,301	476,438	486,575
12	413,887	424,234	434,581	444,929	455,276	465,623	475,970	486,317	496,664
13	422,503	433,066	443,628	454,191	464,753	475,316	485,878	496,441	507,004
14	431,332	442,115	452,899	463,682	474,465	485,249	496,032	506,815	517,598
15	440,378	451,387	462,397	473,406	484,416	495,425	506,435	517,444	528,454
16	448,048	459,249	470,450	481,652	492,853	504,054	515,255	526,456	537,658
17	455,947	467,346	478,744	490,143	501,542	512,940	524,339	535,738	547,136
18	464,081	475,683	487,285	498,887	510,489	522,091	533,693	545,295	556,897
19	472,455	484,266	496,078	507,889	519,701	531,512	543,323	555,135	566,946
20	481,075	493,102	505,129	517,156	529,183	541,209	553,236	565,263	577,290
21	489,948	502,197	514,445	526,694	538,943	551,192	563,440	575,689	587,938
22	499,078	511,555	524,032	536,509	548,986	561,463	573,940	586,417	598,894
23	508,874	521,596	534,318	547,040	559,761	572,483	585,205	597,927	610,649
24	518,293	531,250	544,208	557,165	570,122	583,080	596,037	608,994	621,952
25	529,838	543,084	556,330	569,576	582,822	596,068	609,314	622,560	635,806
26	541,670	555,212	568,754	582,295	595,837	609,379	622,921	636,462	650,004
27	553,793	567,638	581,483	595,327	609,172	623,017	636,862	650,707	664,552
28	566,216	580,371	594,527	608,682	622,838	636,993	651,148	665,304	679,459
29	578,945	593,419	607,892	622,366	636,840	651,313	665,787	680,260	694,734
30	591,989	606,789	621,588	636,388	651,188	665,988	680,787	695,587	710,387
31	606,217	621,372	636,528	651,683	666,839	681,994	697,150	712,305	727,460
32	620,796	636,316	651,836	667,356	682,876	698,396	713,916	729,436	744,956
33	635,736	651,629	667,523	683,416	699,309	715,203	731,096	746,989	762,883
34	651,044	667,320	683,596	699,872	716,148	732,424	748,701	764,977	781,253
35	666,730	683,398	700,067	716,735	733,403	750,071	766,740	783,408	800,076
36	682,804	699,874	716,944	734,014	751,084	768,154	785,224	802,294	819,364
37	699,274	716,756	734,238	751,720	769,201	786,683	804,165	821,647	839,129
38	716,540	734,453	752,367	770,280	788,194	806,107	824,021	841,934	859,848
39	734,232	752,588	770,944	789,300	807,655	826,011	844,367	862,723	881,079
40	752,361	771,170	789,979	808,788	827,597	846,406	865,215	884,024	902,833
41	770,938	790,211	809,485	828,758	848,032	867,305	886,579	905,852	925,126
42	789,973	809,723	829,472	849,221	868,971	888,720	908,469	928,219	947,968
43	809,479	829,716	849,953	870,190	890,427	910,664	930,901	951,138	971,374
44	829,466	850,202	870,939	891,676	912,412	933,149	953,886	974,622	995,359
45	849,946	871,195	892,444	913,692	934,941	956,190	977,438	998,687	1,019,936
46	870,932	892,706	914,479	936,252	958,026	979,799	1,001,572	1,023,346	1,045,119
47	892,437	914,748	937,059	959,370	981,681	1,003,991	1,026,302	1,048,613	1,070,924
48	914,472	937,334	960,196	983,058	1,005,919	1,028,781	1,051,643	1,074,505	1,097,367
49	937,052	960,478	983,904	1,007,331	1,030,757	1,054,183	1,077,609	1,101,036	1,124,462
50	960,189	984,193	1,008,198	1,032,203	1,056,207	1,080,212	1,104,217	1,128,222	1,152,226
51	983,897	1,008,494	1,033,092	1,057,689	1,082,287	1,106,884	1,131,481	1,156,079	1,180,676
52	1,008,190	1,033,395	1,058,600	1,083,805	1,109,010	1,134,214	1,159,419	1,184,624	1,209,829
53	1,033,084	1,058,911	1,084,738	1,110,565	1,136,392	1,162,219	1,188,046	1,213,874	1,239,701
54	1,058,592	1,085,057	1,111,522	1,137,986	1,164,451	1,190,916	1,217,381	1,243,846	1,270,310
55	1,084,730	1,111,848	1,138,966	1,166,085	1,193,203	1,220,321	1,247,439	1,274,558	1,301,676
56	1,111,513	1,139,301	1,167,089	1,194,877	1,222,665	1,250,452	1,278,240	1,306,028	1,333,816
57	1,138,958	1,167,432	1,195,906	1,224,380	1,252,854	1,281,328	1,309,802	1,338,275	1,366,749

Pay table effective as of 1st of January 2022

	0	1	2	3	4	5	6	7	8
01	356,775	365,694	374,614	383,533	392,453	401,372	410,291	419,211	428,130
02	363,362	372,446	381,530	390,614	399,698	408,782	417,866	426,950	436,034
03	370,113	379,366	388,619	397,871	407,124	416,377	425,630	434,883	444,136
04	377,031	386,457	395,883	405,308	414,734	424,160	433,586	443,011	452,437
05	384,118	393,721	403,324	412,927	422,530	432,133	441,736	451,339	460,942
06	391,382	401,167	410,951	420,736	430,520	440,305	450,089	459,874	469,658
07	398,825	408,796	418,766	428,737	438,708	448,678	458,649	468,619	478,590
08	406,451	416,612	426,774	436,935	447,096	457,257	467,419	477,580	487,741
09	414,266	424,623	434,979	445,336	455,693	466,049	476,406	486,763	497,119
10	422,274	432,831	443,388	453,945	464,501	475,058	485,615	496,172	506,729
11	430,479	441,241	452,003	462,765	473,527	484,289	495,051	505,813	516,575
12	438,887	449,859	460,831	471,804	482,776	493,748	504,720	515,692	526,664
13	447,503	458,691	469,878	481,066	492,253	503,441	514,628	525,816	537,004
14	456,332	467,740	479,149	490,557	501,965	513,374	524,782	536,190	547,598
15	465,378	477,012	488,647	500,281	511,916	523,550	535,185	546,819	558,454
16	472,198	484,003	495,808	507,613	519,418	531,223	543,028	554,833	566,638
17	479,247	491,228	503,209	515,191	527,172	539,153	551,134	563,115	575,096
18	486,531	498,694	510,858	523,021	535,184	547,347	559,511	571,674	583,837
19	494,055	506,406	518,758	531,109	543,461	555,812	568,163	580,515	592,866
20	501,825	514,371	526,916	539,462	552,008	564,553	577,099	589,644	602,190
21	509,848	522,594	535,340	548,087	560,833	573,579	586,325	599,071	611,818
22	518,128	531,081	544,034	556,988	569,941	582,894	595,847	608,800	621,754
23	526,674	539,841	553,008	566,175	579,341	592,508	605,675	618,842	632,009
24	535,543	548,932	562,320	575,709	589,097	602,486	615,874	629,263	642,652
25	547,088	560,765	574,442	588,120	601,797	615,474	629,151	642,828	656,506
26	558,920	572,893	586,866	600,839	614,812	628,785	642,758	656,731	670,704
27	571,043	585,319	599,595	613,871	628,147	642,423	656,699	670,976	685,252
28	583,466	598,053	612,639	627,226	641,813	656,399	670,986	685,573	700,159
29	596,195	611,100	626,005	640,910	655,815	670,719	685,624	700,529	715,434
30	609,239	624,470	639,701	654,932	670,163	685,394	700,625	715,856	731,087
31	623,861	639,457	655,054	670,650	686,247	701,843	717,440	733,036	748,633
32	639,265	655,246	671,228	687,209	703,191	719,173	735,154	751,136	767,118
33	655,049	671,425	687,801	704,178	720,554	736,930	753,306	769,682	786,059
34	671,223	688,003	704,784	721,565	738,345	755,126	771,906	788,687	805,467
35	687,796	704,991	722,186	739,381	756,576	773,771	790,966	808,160	825,355
36	704,779	722,398	740,018	757,637	775,256	792,876	810,495	828,115	845,734
37	722,180	740,235	758,289	776,344	794,399	812,453	830,508	848,562	866,617
38	740,012	758,512	777,013	795,513	814,013	832,513	851,014	869,514	888,014
39	758,284	777,241	796,198	815,155	834,112	853,069	872,026	890,983	909,941
40	777,007	796,432	815,857	835,282	854,707	874,133	893,558	912,983	932,408
41	796,192	816,097	836,002	855,906	875,811	895,716	915,621	935,526	955,430
42	815,851	836,247	856,643	877,040	897,436	917,832	938,229	958,625	979,021
43	835,995	856,895	877,795	898,695	919,595	940,495	961,395	982,294	1,003,194
44	856,637	878,053	899,469	920,885	942,301	963,717	985,133	1,006,549	1,027,964
45	877,788	899,733	921,678	943,623	965,567	987,512	1,009,457	1,031,401	1,053,346
46	899,462	921,949	944,435	966,922	989,408	1,011,895	1,034,381	1,056,868	1,079,355
47	921,671	944,713	967,754	990,796	1,013,838	1,036,880	1,059,922	1,082,963	1,106,005
48	944,428	968,039	991,650	1,015,260	1,038,871	1,062,482	1,086,092	1,109,703	1,133,314
49	967,747	991,941	1,016,135	1,040,328	1,064,522	1,088,716	1,112,909	1,137,103	1,161,297
50	991,642	1,016,433	1,041,224	1,066,015	1,090,806	1,115,597	1,140,388	1,165,179	1,189,970
51	1,016,127	1,041,530	1,066,933	1,092,336	1,117,740	1,143,143	1,168,546	1,193,949	1,219,352
52	1,041,216	1,067,247	1,093,277	1,119,308	1,145,338	1,171,368	1,197,399	1,223,429	1,249,460
53	1,066,925	1,093,598	1,120,271	1,146,945	1,173,618	1,200,291	1,226,964	1,253,637	1,280,310
54	1,093,269	1,120,601	1,147,932	1,175,264	1,202,596	1,229,928	1,257,259	1,284,591	1,311,923
55	1,120,263	1,148,270	1,176,276	1,204,283	1,232,289	1,260,296	1,288,302	1,316,309	1,344,316
56	1,147,924	1,176,622	1,205,320	1,234,018	1,262,716	1,291,414	1,320,112	1,348,810	1,377,508
57	1,176,267	1,205,674	1,235,081	1,264,487	1,293,894	1,323,301	1,352,707	1,382,114	1,411,521
58	1,205,311	1,235,444	1,265,576	1,295,709	1,325,842	1,355,975	1,386,107	1,416,240	1,446,373
59	1,235,071	1,265,948	1,296,825	1,327,702	1,358,579	1,389,455	1,420,332	1,451,209	1,482,086
60	1,265,567	1,297,206	1,328,845	1,360,484	1,392,123	1,423,763	1,455,402	1,487,041	1,518,680
61	1,296,815	1,329,236	1,361,656	1,394,076	1,426,497	1,458,917	1,491,337	1,523,758	1,556,178

Supporting Document 4 – 2020 Concerning university-educated members of Sameyki who were formerly members of the Reykjavík Municipal Employees' Association

- 4.9.1 The National Treasury shall pay a special contribution to the Sameyki Vacation Fund. This contribution shall be 0.50% of the total pay of the membership. The contribution shall be paid monthly in arrears, according to the wage payer's payroll calculations.

Section 10 on continuing education

10.1 Continuing education, formal further studies

- 10.1.1 Employees maintain their education and work experience by participating in conferences, taking continuing education courses and/or pursuing recognised further formal studies.

- 10.1.2 An employee who has worked for four years at the same institution shall be entitled to leave in order to pursue continuing education/formal further studies, provided that this is in line with any existing continuing education/career development plan of the institution in question or of the employee.

During their leave, employees shall retain their regular pay, cf. the definition of Article 12.2.6. Employees shall accrue two weeks' leave per annum. The accrued entitlement can, however, never exceed 6 months, and will not be disbursed upon termination of employment. A shorter or longer educational leave may be granted over a shorter or longer span of years. Travel and accommodation costs may be paid pursuant to Section 5.

10.2 Unpaid leave

- 10.2.1 An employee who is offered an opportunity and/or a grant to work on a specific job-related project shall be entitled to leave of an appropriate duration. Such leave shall be taken in consultation with the institution's Director.

10.3 Vocational training fund (*Starfsmenntunarsjóður*)

- 10.3.1 The employer shall pay to the Vocational Training Fund of the Reykjavík Municipal Employees' Association a monthly contribution of 0.22% of the total pay of the membership.

10.4 Science fund (*Vísindasjóður*)

- 10.4.1 The wage payer shall pay a monthly science fund contribution of 1.5% of the membership's fixed pay for daytime work.

Section 11 on institutional agreements

11 Institutional agreement and joint committees

11.1 Definition of an institutional agreement

- 11.1.1 An institutional agreement forms part of a collective bargaining agreement and is intended, among other things, to ensure development and promote a more

efficient wage system aligned with the needs and tasks of the institution and its employees. It is a separate agreement between an institution and the relevant unions concerning the elaboration of certain elements of the collective bargaining agreement according to the needs of an institution and its employees, taking into consideration the nature of the functions, organisation and/or other aspects that make the institution unique. The negotiation of an institutional agreement shall be conducted under an embargo.

11.2 Institutional agreement objectives

11.2.1 To enhance service quality by strengthening the cooperation between employees and management in the workplace. This cooperation is intended to improve the institution's operational structure, to improve the utilisation of operational funds and to lay the groundwork for greater rationalisation and a more efficient wage system, thus giving employees opportunities for career development and improved job performance, thereby enhancing their prospects for improved pay and terms.

To move the decision on a job's pay level closer to the job setting, where it is possible to respond more quickly to the changing functions and organisation of institutions and to promote performance-linked pay in accordance with institutional objectives and policies.

11.3 Making and implementing an institutional agreement

11.3.1 Negotiated in making the agreement shall be the ranking of jobs, cf. Article 1.2.1, and which factors and/or criteria shall determine the ranking. Primarily assessed shall be the tasks and responsibilities inherent in the job, in addition to the competence (skill level/specialisation) needed to perform the job. In making the agreement, account shall furthermore be taken of institution's organisational chart or other formal organisational structure. Job descriptions are among the prerequisites for ranking jobs into pay grades and shall be reviewed in step with the evolution of jobs.

Unions or an institution may make a joint institutional agreement, whether jointly for unions at an institution or jointly for a group of institutions.

11.3.2 In making an institutional agreement, the ranking of jobs into pay grades pursuant to 11.3.3.1 shall be negotiated, primarily assessing the tasks and responsibilities inherent in the job along with the competence (skill level/specialisation) needed to perform the job.

A job description is among the prerequisites for ranking jobs into pay grades and shall be reviewed in step with the evolution of the job in question, at which time the job's ranking shall also be reviewed.

Personal and time-varying factors shall be assessed for allocating increment steps. Such increments shall be subject to review. Time-varying factors may vary from one time to another. The grounds underlying increment factors shall be reviewed upon change in an employee's area of work or as elaborated in more detail in an institutional agreement.

11.3.3 Job ranking decisions shall generally rest on three factors composing each individual's pay. The factors are:

11.3.3.1 Ranking of jobs

Ranking shall treat the scope of work as continuing/stable, using the definitions of the Statistics Iceland classification of occupations (now ÍSTARF95, second edition) for reference. Primarily assessed shall be the tasks and responsibilities (such as managerial responsibility) inherent in the job, as well as the competence (education/skill level/specialisation) needed to

perform the job. The particular job's location in the institution's organisational chart or other formal organisational structure shall also be taken into account. Where the job description requires additional education beyond an undergraduate degree (BA/BSc), this shall be taken into account in the basic ranking of a job into a pay grade as follows:

A job requiring 60 units (ECTS) of additional education shall be ranked at least one pay grade higher than a job where only an undergraduate degree is required, and if a master's degree is required such a job shall be ranked at least 2 pay grades higher, see list below:

- A diploma or comparable education that leads to formal professional qualifications (60 units) = 1 pay grade.
- A master's degree (90 - 120 units) = 2 pay grades.
- A doctorate or comparable degree (180 units) = 3 pay grades.

Longer formal undergraduate education shall be similarly taken into account.

11.3.3.2 **Personal factors**

Increment steps for personal factors are permanent as they reward, for instance, the particular employee's skill or experience. Examples of personal factors:

- Special knowledge or competence that is of use on the job, including special professional experience that makes the employee a more valuable worker.
- Market pressure or demand pressure.
- Length of service with the institution (rewarding loyalty to the institution) or comparable institutions (rewarding the transfer of knowledge or working methods).

Formal further education completed with a recognised degree shall in particular be taken into account if not already taken into account in the basic ranking of the job. The education must be of use on the job, and is therefore normally expected to be within the person's professional area. As a guideline, a diploma (60 units) should lead to an increase by 2 increment steps, a master's degree by 4 increment steps, and a doctorate or a comparable degree by 6 increment steps. Shorter formal education shall be similarly taken into account.

11.3.3.3 **Time-varying factors** are, for example, performance or temporarily added task pressures. Examples of time-varying factors:

- Performance beyond requirements and/or expectation based on previously defined and measurable criteria.
- Temporarily added responsibility.
- Implementation of projects.
- Development and innovation.
- Special pressures/work load and level of difficulty.
- Being accommodating about hours and helpful.
- Bringing in new projects and ideas.

11.3.3.4 Factors pursuant to 11.3.3.2 and 11.3.3.3 shall be assessed for allocating increment steps only. Time-varying factors are most often individual, but may also be linked to groups or even to results achieved by groups. The above factors may vary from one time to another, so that pay increments may vary. The above factors shall be reviewed upon change in an employee's area of work or as elaborated in more detail in an institutional agreement.

11.3.4 In an institutional agreement, a different and/or more detailed

elaboration of the following collective bargaining agreement provisions may be negotiated:

- Overtime at a location remote from the fixed workplace, cf. Article 1.5.3.
- Authority to negotiate a fixed remuneration, cf. Article 1.1.3 and 1.5.4.
- Arranging work otherwise than set out in the section on working hours, cf. Article 2.1.2,
- Changes in meal and refreshment breaks, cf. Articles 3.1.2 and 3.1.5.

11.4 Composition, role and working practices of joint committees

11.4.1 The composition of joint committees

11.4.1.1 At governmental institutions, joint committees shall be in place, comprising representatives from each party, i.e., from the trade unions/employees and the institutions.

The member unions of BHM (the Icelandic Confederation of University Graduates) shall nominate one representative each to the joint committee. These representatives shall delegate from among their number up to three persons to speak for them on the committee and an equal number of alternates. The institution shall nominate up to three representatives and an equal number of alternates.

11.4.2 The role of joint committees

11.4.2.1 The joint committee shall be responsible for making, reviewing and amending the institutional agreement, cf. Article 11.3. It shall also be the forum for negotiating job ranking pursuant to Article 25 of Act No. 94/1986 on Collective Bargaining of Public Employees.

11.4.2.2 The committee shall also address any disputes that may arise from the implementation of the institutional agreement.

11.4.3 Joint Committee Working Practices

11.4.3.1 For making/reviewing an institutional agreement
Joint committee members may request a review of the institutional agreement if its premises undergo material change. Examples of changes in premises include amendment of the central collective bargaining agreement and changes in the scope, role or functioning of the institution. Either party may convene the committee. It shall then be assessed whether the premises have changed in such a way that amending the institutional agreement is warranted. A meeting of the joint committee shall be arranged to be held as soon as possible, and no later than four weeks after the communication was received. Any amendments made shall be incorporated in the institutional agreement in effect, which shall be endorsed as thus amended. Normally, an institutional agreement shall be reviewed at two-year intervals.

11.4.3.2 For disputes
Either party may refer to the committee any disputes that may arise from the implementation of the institutional agreement. The communication shall be sent to the counterparty in writing. The counterparty shall arrange for a joint committee meeting to be held as soon as possible, and no later than four weeks after the communication was received. The joint committee shall respond to communications within 5 weeks of the time they were first formally brought up for consideration at a committee meeting. If the joint committee reaches agreement on changes in pay level or other matters referred to it, such changes shall, unless otherwise expressly decided, be effective as of the beginning of the next month after the communication was first formally brought up for the committee's consideration.